

Ord 25-31

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 25-31

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE REVOKING THE DEDICATION OF A PORTION OF HAROLD STREET BETWEEN ALBERT AND COLBERT STREETS IN ACCORDANCE WITH THE LEGAL DESCRIPTION AND SURVEY PREPARED BY KELLY J. MCHUGH & ASSOC., INC. DATED OCTOBER 27, 2025; DECLARING THAT PORTION OF STREET AS SURPLUS AND NO LONGER NEEDED FOR CITY USE; DISPOSING THAT PORTION OF STREET AT PRIVATE SALE; AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR OTHER MATERS IN CONNECTION THEREWITH

WHEREAS, there presently exists a dedicated but unimproved portion of Harold Street located within Square 85A, City of Mandeville, Section 51, Township 8, Range 11E, St. Tammany Parish, Louisiana; and

WHEREAS, the owners of 527 Albert Street, Linda and Richard James, have requested that the City of Mandeville revoke and sell that portion of Harold Street, between Square 85A and 85B, and

WHEREAS, the unimproved portion of the Harold Street right-of-way as shown on the survey prepared by Kelly McHugh & Assoc., Inc. adjacent to the residence at 527 Albert Street and

WHEREAS, the City of Mandeville has held this property for over ten (10) years and has no present plans to open or improve the said portion of Harold Street; and

WHEREAS, the said property is not needed for public purposes and should be declared surplus by the City of Mandeville; and

WHEREAS, pursuant to and in accordance with La. R.S. 48:725(D)(2), the City of Mandeville is desirous of selling said property at private sale for not less than the value established by an expert appraiser, attached here as Exhibit A; and

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Mandeville, that there be revoked as not needed for public purposes the portion of Harold Street between Albert and Colbert Streets in accordance with the legal description and survey prepared by Kelly McHugh and Associates dated 10/27/2025, attached hereto as Exhibit B; and

NOW, BE IT FURTHER ORDAINED by the City Council of the City of Mandeville that the property described in Exhibit A is hereby declared surplus and the Mayor of the City of

Mandeville is authorized and empowered to dispose of said property in accordance with La. R.S. 48:725(D)(2), by private sale for not less than the value established by an expert appraiser, plus reasonable closing costs associated with said transaction. Said conveyance shall be free and clear of all mortgages, judgments, liens, or other encumbrances, including payment of pro-rata taxes, and shall exclude mineral rights and shall be sold in “as is” condition.

BE IT FURTHER ORDAINED that the sale of the above described property shall be limited to Linda and Richard James, the owners of property contiguous to the subject property; and

BE IT FURTHER ORDAINED that the Clerk of this Council be, and she is hereby authorized and empowered to, take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

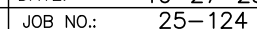
ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted the ____th day of _____, 2026.

Clerk of Council
Alicia Watts

Council Chairman
Jason Zuckerman



REVISÉ:



APPRAISAL OF

THE PROPERTY LOCATED AT

Site off Albert St

Mandeville

as of

October 30, 2025

for

Client: Linda James
Harold St
Mandeville, LA
70448

by

Levens Appraisal Firm LLC
Leslie Levens, Jr
22319 Strain Rd
Mandeville, LA 70741

Levens Appraisal Firm LLC
22319 Strain Rd
Mandeville, LA 70741
985-892-6650

11/11/2025

Client: Linda James
Harold St
Mandeville, LA
70448

RE: Property - Site off Albert St
 Mandeville
 Borrower - Client:Linda James
 File No. - 250526
 Case No. -

Dear

In accordance with your request, I have personally inspected and prepared an appraisal report of the real property located at:

Site off Albert St, Mandeville, LA 70448

The purpose of this appraisal is to provide an opinion of the market value of the property described in the body of this appraisal report.

Enclosed, please find the appraisal report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

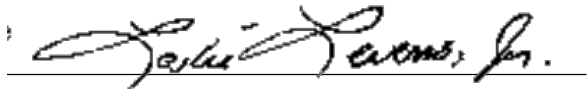
An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of October 30, 2025 is:

\$ 6,000

The opinion of value expressed in this report is contingent upon the Limiting Conditions attached to this report.

It has been a pleasure to assist you; if I may be of further service to you in the future, please let me know.

Respectfully submitted,

Levens Appraisal Firm LLC

Leslie Levens, Jr
LA Certification #0715

LAND APPRAISAL REPORT

File No. 250526

IDENTIFICATION

Borrower Client:Linda James

Census Tract

Map Reference 204

Property Address Site off Albert St

City Mandeville

County St Tammany

State LA

Zip Code 70448

Legal Description A portion of Harold Street (Not Const) between Squares 85a & 85B City of Mandeville

Sale Price \$ N/A

Date of Sale N/A

Loan Term N/A

yrs. Property Rights Appraised

Fee

Leasehold

De Minimis PUD

Actual Real Estate Taxes \$ N/A

(yr.)

Loan charges to be paid by seller \$ N/A

Other sales concessions N/A

Lender/Client Client: Linda James

Address Harold St, Mandeville, LA 70448

Occupant Vacant

Appraiser Leslie Levens, Jr

Instructions to Appraiser Fee Simple Valuation

NEIGHBORHOOD

Location

Built Up

Growth Rate

Property Values

Demand/Supply

Marketing Time

Present Land Use

Change in Present Land Use

Predominant Occupancy

Single Family Price Range

Single Family Age

☒ Urban

☐ Suburban

☐ Rural

☒ Over 75%

☐ 25% to 75%

☐ Under 25%

☐ Rapid

☒ Steady

☐ Slow

☐ Increasing

☒ Stable

☐ Declining

☐ Shortage

☒ In Balance

☐ Over Supply

☐ Under 3 Mos.

☒ 4-6 Mos.

☐ Over 6 Mos.

☐ Fully Dev.

☐ 1 Family

☐ 2-4 Fam

☐ Apts.

☐ Condo

☐ Commercial

☐ Industrial

☐ Vacant

☒ Not Likely

☐ Likely (*)

☐ Taking Place (*)

(*) From

To

☒ Owner

☐ Tenant

0-5

% Vacant

\$ 35

to \$ 2,800

Predominant Value \$ 385

0

yrs. to 125 yrs.

Predominant Age 25

yrs.

Employment Stability

Convenience to Employment

Convenience to Shopping

Convenience to Schools

Adequacy of Public Transportation

Recreational Facilities

Adequacy of Utilities

Property Compatibility

Protection from Detrimental Conditions

Police and Fire Protection

General Appearance of Properties

Appeal to Market

Good

Avg.

Fair

Poor

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, noise)

Subject located in the urban Mandeville market. Homes from cottages to custom built homes. Some homes located on local water ways. Some homes located on the lake front. Access to town amenities and neighborhood schools. No adverse neighborhood factors noted at time of the inspection.

SITE

Dimensions 13.1Fx236.57LSx13.1Rx236.6RS

= 3099 sf

Corner Lot

Zoning Classification No Zoning

Present improvements

do

do not conform to zoning regulations

Highest and best use:

☒ Present use

☐ Other (specify)

Public

Other (Describe)

☒ Elec.

☐ Gas

☐ Water

☐ San. Sewer

☐ Underground Elect. & Tel.

OFF SITE IMPROVEMENTS

Street Access:

☒ Public

☐ Private

Surface

Blacktop

Maintenance:

☒ Public

☐ Private

☐ Storm Sewer

☐ Curb/Gutter

☐ Sidewalk

☒ Street Lights

Topo Level

Size Typical

Shape Almost Rectangle

View Residential

Drainage Surface Appears Adeuate

Is the property located in a HUD Identified Special Flood Hazard Area?

No

Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions)

TYPICAL FOR SITE FOR THE STREET AND AREA. UTILITY EASEMENTS TYPICAL FOR THE AREA, NOT ADVERSE. A LEGAL SURVEY IS ALWAYS ADVISABLE TO ASCERTAIN DIMENSIONS, FLOOD ZONE AND ANY NON APPARENT ADVERSE EASEMENTS.

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	Subject Property	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	Site off Albert St Mandeville	Lots 12 & 14 Henry Clay St Mandeville, LA 70448		Lots 8-18 Calhoun St Mandeville, LA 70448		Lots 53-54 Helenbirg Rd Covington, LA 70433	
Proximity to Subj.		1.60 miles N		1.72 miles NW		5.86 miles N	
Sales Price	\$ N/A	\$ 5,000		\$ 15,000		\$ 12,000	
Price \$/Sq. Ft.	\$	\$ 0.69		\$ 0.70		\$ 1.43	
Data Source	Inspection	GSREIN#2403337;DOM 607		GSREIN#2491194;DOM 160		GSREIN#2442928;DOM 203	
Date of Sale and Time Adjustment	DESCRIPTION N/A	DESCRIPTION 08/08/2025	+ (-) \$ Adjustment	DESCRIPTION 10/06/2025	+ (-) \$ Adjustment	DESCRIPTION 01/31/2025	+ (-) \$ Adjustment
Location	Urban	Suburban	+4,000	Suburban	+4,000	Suburban	+4,000
Site/View	Residential	Residential		Residential		Residential	
Site Area	3099 sf	7200 sf	-3,000	21480 sf	-12,000	8400 sf	-3,000
	Narrow Site	Landlocked	0	Landlocked	0	Street Frontage	-7,000
Sales or Financing Concessions		Cash None		Cash None			
Net Adj. (Total)		<input checked="" type="checkbox"/> Plus <input type="checkbox"/> Minus \$ 1,000		<input type="checkbox"/> Plus <input checked="" type="checkbox"/> Minus \$ -8,000		<input type="checkbox"/> Plus <input checked="" type="checkbox"/> Minus \$ -6,000	
Indicated Value of Subject		Gross 140.0% Net 20.0% \$ 6,000		Gross 106.7% Net 53.3% \$ 7,000		Gross 116.7% Net 50.0% \$ 6,000	

Comments on Market Data: Subject is only 13 feet wide. Comps 1 & 2 located just north of the urban limits of Mandeville. Comps 1 & 2 are large but landlocked. Comp 3 is 30; wide and a buildable site. No similar sites available from the urban Mandeville market.

Comments and Conditions of Appraisal: THE SUBJECT PROPERTY HAS BEEN APPRAISED IN CONFORMITY WITH THE UNIFORM STANDARDS OF PROFESSIONAL PRACTICE ADOPTED BY THE APPRAISAL FOUNDATION.

Final Reconciliation: THE MARKET APPROACH WAS GIVEN 100% WEIGHT AS THE MARKET TRANSACTION ARE MOST REPRESENTATIVE OF BUYER AND SELLER ACTIONS IN THE MARKET.

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF October 30 2025 to be \$ 6,000

Appraiser(s)

Signature

Name Leslie Levens, Jr

Date 11/11/2025

State LA

License

☒ Certification # 0715

Review Appraiser (if applicable)

Did

Did Not Physically Inspect Property

Signature

Name

Date

State

License

Certification #

RECONCILIATION

Levens Appraisal Firm LLC

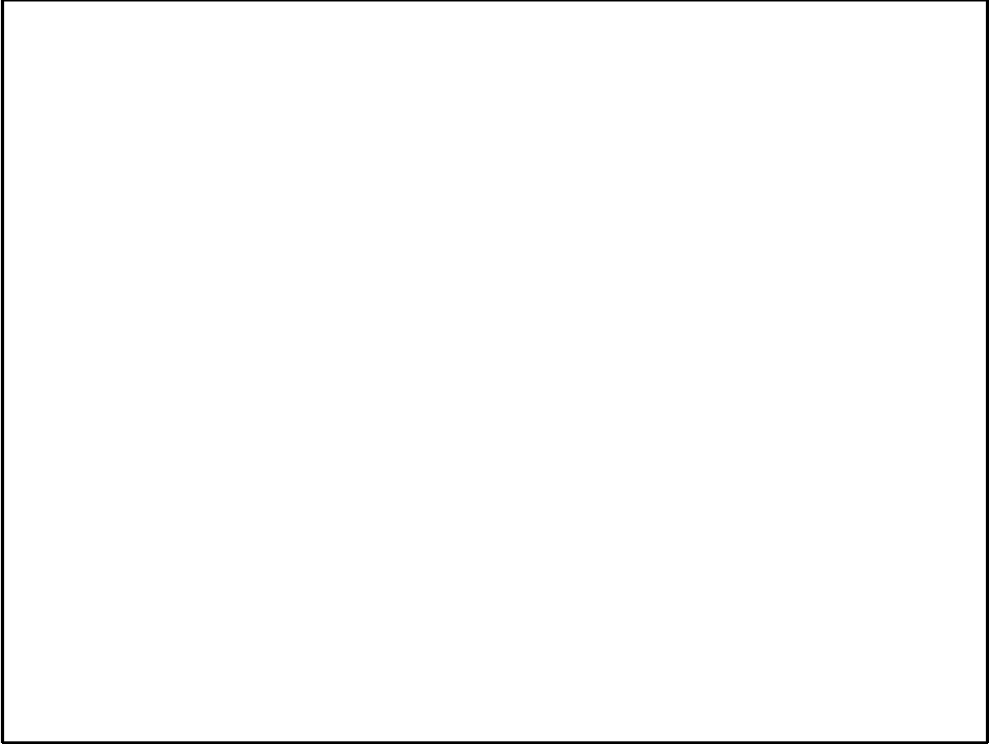
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PHOTOGRAPH ADDENDUM

Borrower/Owner	Client:Linda James		
Property Address	Site off Albert St		
City	Mandeville	County	St Tammany
		State	LA
		Zip Code	70448
Client	Client: Linda James		



FRONT VIEW OF
SUBJECT PROPERTY



REAR VIEW OF
SUBJECT PROPERTY



STREET SCENE OF
SUBJECT PROPERTY

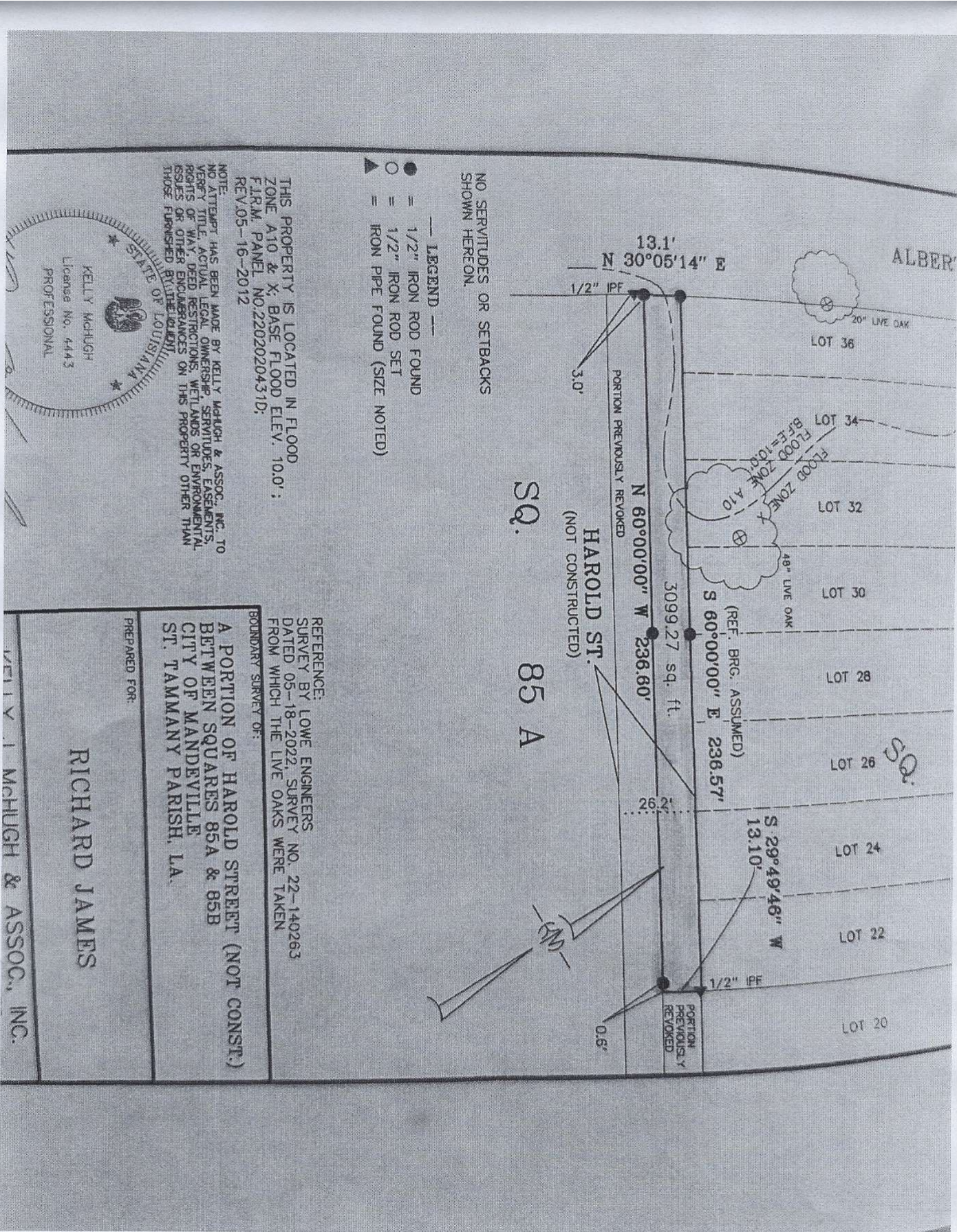
LOCATION MAP

Borrower/Owner	Client:Linda James				
Property Address	Site off Albert St				
City	Mandeville	County	St Tammany	State	LA
				Zip Code	70448
Client	Client: Linda James				



SITE PLAN

Borrower/Owner	Client:Linda James		
Property Address	Site off Albert St		
City	Mandeville	County	St Tammany
		State	LA
		Zip Code	70448
Client	Client: Linda James		



Borrower/Owner		Client:Linda James	
Property Address		Site off Albert St	
City	Mandeville	County	St Tammany
		State	LA
		Zip Code	70448
Client Client: Linda James			



LEVEAPP-01

LBLACKBURN

DATE (MM/DD/YYYY)
11/11/2024

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rice Insurance Services Center 4211 Norbourne Blvd Louisville, KY 40207	CONTACT NAME: Laura Blackburn PHONE (A/C, No, Ext): (502) 398-3922 FAX (A/C, No): (502) 896-9518 E-MAIL ADDRESS: laura.blackburn@assuredpartners.com
INSURED Levens Appraisal Firm, LLC 22319 Strain Road Mandeville, LA 70471	INSURER(S) AFFORDING COVERAGE INSURER A : Continental Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
	NAIC # 20443

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC <input type="checkbox"/>						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/>						BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/>						EACH OCCURRENCE \$ 1,000,000
	X EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/>			RXE28762133625	1/1/2025	1/1/2026	AGGREGATE \$ 1,000,000
	DED X RETENTION \$ 100,000						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NE) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Real Estate E & O Excess Liability Policy

Endorsements:

Maintenance of Underlying Coverage

Appraisal

CERTIFICATE HOLDER

For Informational Purposes	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Borrower/Owner	Client:Linda James		
Property Address	Site off Albert St		
City	Mandeville	County	St Tammany
		State	LA
		Zip Code	70448
Client	Client: Linda James		

Louisiana Real Estate Appraisers Board

Having complied with the requirements of Chapter 51 of Title 37 of the Louisiana Revised Statutes of 1950 and the requirements of the Louisiana Real Estate Appraisers Board,

Certified Residential Appraiser

license is hereby granted to

Leslie R. Levens Jr.



License Number - APR.00715-CRA
First Issuance Date - 01/13/1994
Expiration Date - 12/31/2025

Tracy Williams
Chairperson
Tony Z. Meyer
Secretary

Borrower/Owner	Client:Linda James		
Property Address	Site off Albert St		
City	Mandeville	County	St Tammany
		State	LA
		Zip Code	70448
Lender/Client	Client: Linda James		

1981The University of Southern Mississippi
B. S. Degree in Business Administration

SPECIALIZED EDUCATION COURSES AND SEMINARS

2024-25 Uniform Standards of Professional Appraisal Practice- Appraisal Institute
2015 Litigation Appraising: Specialized Topics & Appliations-Appraisal Institute
2013 Appraising Condos, Co-ops & PUD's- Appraisal Institute
2015 Best Practices for Real Estate Appraiser
2013 Complex Litigation Appraisal Case Studies- Appraisal Institute
2009Valuation of Green Residential Properties-Appraisal Institute
2007Reviewing Residential Appraisal Reports-Appraisal Institute
2006 Quality Assurance in Residential Appraisals: Risky Appraisals=Risky Loans- Appraisal Institute
2005 Using the NADA Manufactured Housing Appraisal Cost Guide-Bramlett School of Real Estate
2003 Manufactured Housing Appraisal-Lincoln Graduate Center

PROFESSIONAL DESIGNATIONS & ASSOCIATION MEMEBERSHIPS

1995-Present Louisiana State Certified Residential Appraiser, #R0715
Federal Housing Administration, Approved Appraiser

BUSINESS EXPERIENCE

10/99 - PresentLevens Appraisal Firm (formerly Levens, Tucker Appraisal Group), Proprietor
4/91 - 10/99 Winstead Appraisal Services, Inc., Staff Appraiser
6/90 - 4/91Electrical Estimating Services, Proprietor
Cost Valuation for Commercial & Industrial Construction, Mandeville, LA
2/88 - 6/90 Orleans Electrical Construction, Estimator/Project Manager: Cost Valuation for Commercial and Industrial Construction, Metairie, LA
8/85 - 2/88 Sharp Electric, Estimator/Project Manager: Cost Valuation for Commercial and Industrial Construction, Metairie, LA
2/82 - 7/85 Fischbach & Moore, Inc., Staff Estimator: Cost Valuation for Commercial & Industrial Construction, Kenner, LA

SCOPE OF APPRAISAL ASSIGNMENTS

Residential Properties for Mortgage Lenders, Third Party Homes, Income Tax Valuation, Vacant Land Valuation, Multi-Family
Condominiums, Horse Farms, Estate & Divorce Attorneys

PARTIAL LIST OF CLIENTS

Bank of America	Wells Fargo
IberiaBank Mortgage	Gulf Coast Bank & Trust
Home Bank	Integra Lending Group
Regions Mortgage	Cartus/Cedant Relocation
Sirva Relocation	Hancock/Whitney Bank
Coldwell Banker Mortgage	Oak Tree Mortgage
Eustis Mortgage	Alpha Mortgage

Ord 25-32

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____, MOVED BY COUNCIL MEMBER _____; SECONDED BY COUNCILMEMBER _____

ORDINANCE 25-32

AN ORDINANCE OF THE CITY OF MANDEVILLE TO AMEND SECTION 10-38(b) OF THE MANDEVILLE CODE OF ORDINANCES TO PROVIDE FOR ONE WAY TRAFFIC ON THE 800 BLOCK OF PENN STREET.

WHEREAS, per CLURO Section 13.3.4.4. Street Construction Specifications, the general design criteria for a “local” street type includes a 60-foot-wide right-of-way with a minimum of two (2) lanes of travel. Furthermore, CLURO specifies a minimum pavement width of 22 feet for a local street without curbs, with each lane having a minimum width of 10 feet;

WHEREAS, Mandeville Code of Ordinances Section 10-38 grants the Mayor and the City Council the power to designate streets or portions of streets for one-way traffic only in accordance with Louisiana Revised Statute 32:78(B);

WHEREAS, the 800 block of Penn Street has an approximate pavement width of 11 feet with a total right-of-way of 21.1 feet and currently operates as a two way street.

WHEREAS, due to safety concerns raised by residents along the 800 block of Penn Street, including reports of significant cut-through traffic originating from Florida Street, the City has conducted an engineering review of the related area on Penn Street and finds that performing any work to widen the 800 block area to meet the standard 22 foot pavement would be cost prohibitive and converting this block to a northbound one-way street would allow for more efficient use of the limited roadway width, improve traffic flow, and eliminate potential conflicts between vehicles;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Mandeville, that the Mandeville Code of Ordinances Section 10-38 (b) be amended to add the following text:

14. *Penn Street* from Montgomery Street to Highway 190 (Florida Street) shall be restricted to one-way traffic in a northerly direction.

BE IT FURTHER ORDAINED, all other portions of Section 10-38 (b) remain in effect with no changes.

BE IT FURTHER ORDAINED, that the City Council of the City of Mandeville hereby adopts and amends the provisions of this ordinance to be effective upon the Mayor’s signature.

BE IT FURTHER ORDAINED, that the Mandeville Police Department be authorized and empowered to create, install, and maintain necessary and proper signage in furtherance of this Ordinance and as set forth in Proposed Signage Layout.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this _____ day of _____, 2025.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

In response to safety concerns raised by residents along the 800 block of Penn Street, a traffic review was conducted to identify existing issues and develop mitigation measures to improve safety and operations. This block is bounded by Highway 190 (Florida Street) to the north, Girod Street to the west, Montgomery Street to the south, and Marigny Street to the east.

The 800 block of Penn Street has an approximate pavement width of 11 feet within a total right-of-way of 21.1 feet (see attached plat). The street does not include curbs, shoulders, or sidewalks on either side. It currently operates as a two-way local street with STOP control at both Florida Street and Montgomery Street. The street primarily serves residential properties, including two multi-unit developments located near the south end of the block. Based on residential feedback, Penn Street also appears to attract a notable amount of cut-through traffic.

Per CLURO Section 13.3.4.4. *Street Construction Specifications*, the general design criteria for a “local” street type includes a 60-foot-wide right-of-way with a minimum of two (2) lanes of travel. Furthermore, CLURO specifies a minimum pavement width of 22 feet for a local street without curbs, with each lane having a minimum width of 10 feet.

Based on engineering judgement, widening the 800 block to meet the minimum standard 22-foot pavement width would be cost prohibitive. The necessary property acquisition to obtain additional right-of-way, combined with the relocation of existing utilities, including power poles, drainage systems, and water and sewer appurtenances (such as fire hydrants, meters, and cleanouts) would result in significant costs. Reconstruction of private driveways and walkways would further increase project expenses.

Converting this block to a northbound one-way street would allow for more efficient use of the limited roadway width, improve traffic flow, and eliminate potential conflicts between vehicles traveling in opposite directions. The conversion would also discourage southbound cut-through traffic originating from Florida Street. It should be noted that a commercial property located at the southwest corner of Florida Street and Penn Street has secondary driveway access along Penn Street that serves as additional parking. The primary entrances and customer access points to the business are located on Florida Street, with direct driveway access from Florida Street.

If the one-way conversion is approved, the City will install the appropriate regulatory signage and implement any necessary pavement marking modifications to establish the new traffic pattern.

Proposed Signage Layout – Penn St One-Way Conversion



*Refer to MUTCD 11th Edition for signage specifications.

Ord 25-33

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 25-33

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO AMEND ORDINANCE NO. 25-26, THE CAPITAL BUDGET OF THE CITY OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH. (JACKSON AVE. BULKHEAD REPAIRS)

WHEREAS, Article V, Section D Financial Procedures of the Home Rule Charter provides that amendments to the adopted budget may be made by ordinance; and,

WHEREAS, an amendment to the Capital Budget adopted for fiscal year 2025-2026, Ordinance Number 25-26, is required due to expenditures that will exceed the current authorized appropriated funds budgeted for 2025-2026 City of Mandeville Capital Budget; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the Capital Budget ordinance for fiscal year 2025-2026, Ordinance Number 25-26, is hereby amended to include the budget amendments as set forth on the attached Exhibit A – FY 2026 Budget Amendment #1, Jackson Avenue Bulkhead Repairs incorporated as a part hereof, and be adopted for the 2025-2026 Fiscal Year Capital Budget.

BE IT FURTHER ORDAINED, that in all other respects the 2025-2026 Capital Budget adopted shall remain in full force and effect.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this _____ day of _____, 2026.

Alicia Watts
Clerk of Council

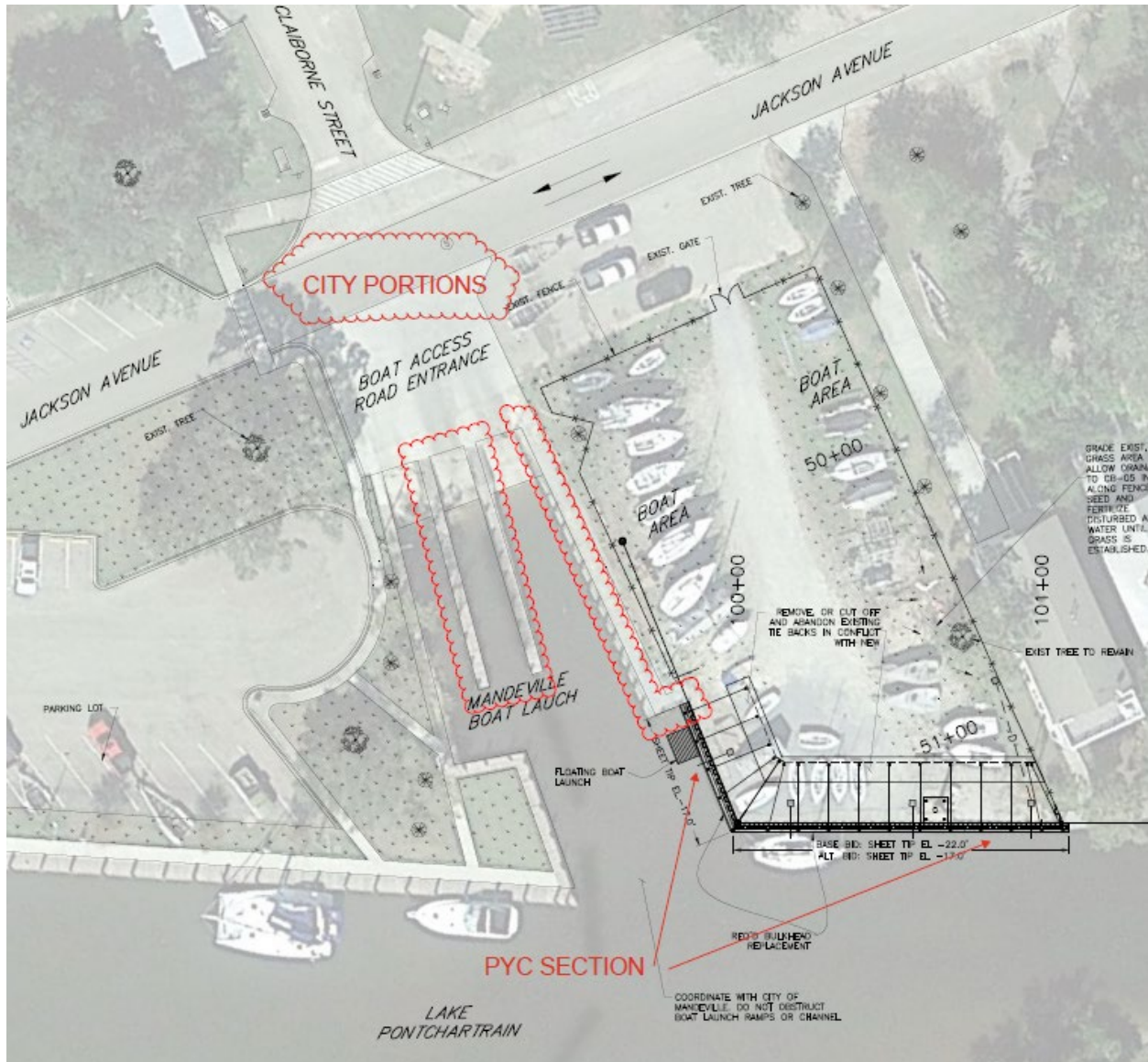
Jason Zuckerman
Council Chairman

FY 2026 Budget Amendment #1
 Capital Budget
 Exhibit A

		Project Number	Project Name	Current Year Budget	Proposed Change	Revised Current Year Budget	Prior Year Appropriations	Total Project Budget Appropriations	Funding Source
<u>GENERAL GOVERNMENT</u>									
<i>Expenditures</i>									
10100-88000	Capital Outlay	100.26.001	Jackson Ave Bulkhead Repairs	-	430,000	430,000	-	430,000	Special Sales Tax

Project Scope:

The project is to reconstruct the City's portion of the bulkhead on the north side of the Jackson Avenue Boat Launch, in addition to the two timber finger piers at the launch. The work will consist of the demolition of existing structures and the installation of new vinyl sheeting & timber piling, decking, framing, and hardware as needed to reconstruct the bulkhead and finger piers.



Ord 25-34

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER ZUCKERMAN; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____

ORDINANCE NO. 25-34

AN ORDINANCE AMENDING ARTICLE V. "PARADES, FESTIVALS AND OTHER SPECIAL EVENTS" OF THE CITY OF MANDEVILLE CODE OF ORDINANCES AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City Council of Mandeville is vested by Section 2-1 of the Mandeville Charter with the legislative power of the city government and has the authority to enact ordinances which have the force of law;

WHEREAS, the City Council of Mandeville is empowered by Section 2-10 (A)(15) of the Mandeville Charter to utilize its policing power to amend or repeal any ordinance previously adopted;

WHEREAS, the City Council of Mandeville desires to update the special events provisions of the Code of Ordinances to address needed adjustments to adequately reflect the cost-neutral economic policy of the City of Mandeville concerning special events taking place on public property not hosted by the City;

WHEREAS, the City Council of Mandeville desires to assist the Mandeville Police Department in ensuring the special events regulations provide for appropriate staffing and services for the hosting of special events in order to safeguard the citizens, visitors, and organizers from potential threats to safety, both vehicular and pedestrian, and to ensure that special events are organized and conducted in a manner that best promotes the health, safety, welfare and property concerns for all citizens;

WHEREAS, in response to national and local concerns over crowd safety and, in particular, parade safety, the City Council of Mandeville desires to enact enforceable traffic safety regulations for parades and other special events; and,

WHEREAS, the City Council of Mandeville desires to assist citizens and potential applicants of a definitive application procedure concerning minimum criteria, costs and locations for special events in order to encourage responsible administration of special events between the City of Mandeville and special event organizers;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Mandeville, that the Code of Ordinances of the City of Mandeville, Louisiana, Part II, Chapter 11, Article V, Sections 11-132 through Section 11-149 is hereby amended in multiple parts to now provide as follows:

Sec. 11-132. Definitions.

For the purpose of this article, the following terms are defined:

- (a) *Band* is any organization of musicians whose music represents the generally accepted sound of a marching band.
- (b) *Carnival/Mardi Gras parade* is a parade staged on a public right-of-way during the carnival/Mardi Gras parade season conducted by a nonprofit carnival organization consisting of floats, mini-floats, bands and marching organizations including auxiliary and supply vehicles.
- (c) *Carnival/Mardi Gras parade season* is designated as that period beginning with the second Wednesday before Mardi Gras (fourteen (14) days prior to Mardi Gras) and continuing through Mardi Gras, both inclusive. No carnival/Mardi Gras parade may be staged other than during the official carnival parade season.
- (d) Reserved.
- (e) *Festival* is a social gathering, private or public, sponsored by a not-for-profit organization at which entertainment and refreshments are provided.
- (f) *Float* is defined as a vehicle with four (4) or more wheels without brakes or an engine for its own propulsion, upon which is constructed artistic designs and which carries costumed and masked riders, and is pulled by a tractor, mules or horses, or other vehicle presenting a full view of the operator. Floats cannot be pulled by truck, SUV or another traditional automobile.
- (g) *Float lieutenant* refers to a person designated by the captain of the krewe of a Mardi Gras organization who shall be responsible for maintaining acceptable conduct and decorum on the float in accordance with the City of Mandeville ordinances relative to carnival/Mardi Gras parades.
- (h) *Horse group* [is] an organization which promotes education in horsemanship and the care of horses and engages in parades.
- (i) *Mardi Gras parade organization* is a parade organization that is organized as a nonprofit corporation with a membership of at least one hundred fifty (150) costumed riders in good standing and organized under the laws of the State of Louisiana. Its sole purpose is to stage a parade during the carnival/Mardi Gras parade season which primarily uses a number of floats with riders.
- (j) *Marching club* is an organization which was formed for the purpose of parading in costume and on foot during an official parade.
- (k) *Mardi Gras parade route* is the route the parade will travel, over the public rights-of-way, as predetermined by the parade organization and which will only use the following public rights-of-way within the City of Mandeville unless otherwise directed by the city council:
 - (1) West Causeway Approach;
 - (2) East Causeway Approach; and

- (3) Highways 22 and 190 from its intersection with West Causeway Approach to the intersection of Highway 190 and one (1) block east of Asbury Road.

The parade route will specify the assembly area of the parade and the route the parade will take to the disbanding area.

- (l) Reserved.
- (m) *Parade (other than Carnival/Mardi Gras parade)* is an event wherein the city public rights-of-way are used singularly or collectively by marching club groups, horse or other domestic animal groups and floats, including auxiliary and supply vehicles for a public procession along the Public Parade Route.
- (n) *Parade marshal* shall refer to a person designated by each parade organization, who shall be responsible for the orderly assembly, conduct and disbandment of the parade within the guidelines set down by the City of Mandeville Code of Ordinances.
- (o) *Parade novelties* shall refer to units in a parade, other than the usual units, that may, in some instances, be horse drawn.
- (p) *Picnic* is the eating of any food or drinking of any beverage by members of a group as otherwise allowed by Sec. 11-88 undertaken between the hours provided by current City ordinance.
- (q) *Public Assembly* means an organized public gathering or group of persons, of any number, which is reasonably anticipated to obstruct the normal flow of vehicular or pedestrian traffic upon a public way or the normal use of a public place because those assembled will not comply with the traffic regulations or controls, or with other public place use laws or policies. A public assembly permit shall be applied for to provide notice to the City for the purpose of conducting activities which are protected by the United States or Louisiana Constitution. Any use of public streets or obstruction of vehicular traffic by the Public Assembly shall require designation of a Public Parade Route coinciding with the application for a Public Assembly permit.
- (r) *Public Parade Route* is the route to be utilized by any parade (other than carnival/Mardi Gras parade). This route shall be chosen by the applicant from all or some selected portion of either of the following routes:
- (1) a. A staging area on Marigny Ave. at its intersection with Lakeshore Drive and north to Clairborne St. or potentially further northern extension along Marigny Ave. as determined by the City Council based upon applicant request;
- b. The parade commencement point on Lakeshore Drive at its intersection with Marigny Ave.;
- c. The parade shall travel east along Lakeshore Drive to the intersection of Lakeshore Drive and Girod St., and then turn northerly on Girod St.; and
- d. The parade termination point at the Mandeville Trailhead, which may be utilized as an offloading area or a transition area to further permitted activities at the Mandeville Trailhead; or

- (2) a. A staging area on Jackson Ave. at its intersection with Lakeshore Drive and north to Clairborne St. or potentially further northern extension along Jackson Ave. as determined by the City Council based upon applicant request;
 - b. The parade commencement point on Lakeshore Drive at its intersection with Jackson Ave.;
 - c. The parade shall travel east along Lakeshore Drive; and
 - d. The parade termination point on Lakeshore Drive at its intersection with Carroll St., which may be utilized as an offloading area or a transition area to further permitted activities at the Lakeshore Gazebo or other permitted areas.
- (s) *Race* is a contest of speed, especially in running, walking, riding, driving, sailing, rowing, etc., in which the participants may or may not be in competition and conducted on an approved course submitted at the time of application for a special event permit.
 - (t) *Reviewing stand* shall refer to any structure or platform erected or placed along a parade route upon which people stand or sit to view the parade.
 - (u) *Seasonal display* is any arrangement of lights, animation, animated figures or structures, located on public or private property which occupies at least five thousand (5,000) square feet of display area per parcel and can be reasonably expected to attract unusually large numbers of motoring or pedestrian visitors from outside the immediate neighborhood as a sightseeing attraction during seasonal, religious, political, historical or other periods of celebration requiring police supervision for hazard protection, crowd control, and/or traffic flow.
 - (v) *Special event* is any parade, picnic, public assembly, festival, race, concert or other public function involving more than twenty-five (25) individuals which employs the use of public rights-of-way or the Special Event Area property for its production.
 - (w) *Special Event Area* is portions of public land designated by the City of Mandeville as available for use for Special Events. Special Event Area specifically includes the Mandeville Trailhead, Sunset Point Park, Lakeshore Park, and any public land so designated as available for public use for Special Events by the Department of Cultural Arts.
 - (x) *Unit* is a float, marching club, band, horse group, motor vehicle group, auxiliary and supply vehicle.

Sec. 11-133. Parade route.

- (a) *Parade routes.* A Carnival/Mardi Gras parade organization which desires to use the public rights-of-way for a Mardi Gras parade in the City of Mandeville shall submit an application for a special event permit. The application shall include a request for a special parade route using the public rights-of-way designated in section 11-132(m) above and permit application must be received by the mayor's office annually on or before April 1 of the preceding year. The Mandeville Police, Fire Protection District #4 and Public Works Department may recommend to the mayor and the city council any change in the routes when it is clear that the proposed route cannot be used at the same time anticipated due to road damage or repair which makes the road impassable or other reason believed to be valid for council consideration.

- (b) *Other parades and events.* Any organization which desires to use the public rights-of-way for an event other than a Carnival/Mardi Gras parade shall submit to the mayor's office an application for a special events permit at least sixty (60) days prior to the event. The application shall designate the organization's desired race route, or indicate a parade route from all or some of the two options for parade route that comprise the Public Parade Route. The organization shall designate on the application any additional Special Event Areas it wishes to use and outline the transition between race or parade route and the Special Event Area. The Mandeville Police Department, Department of Public Works, and Fire Protection District #4 reserve the right to recommend to the mayor and the city council any change in the location(s) or route(s) when it is deemed to be in the best interest of the citizen of the City of Mandeville.
- (c) *Reviewing stand.* Only one (1) reviewing stand shall be erected on any public area for any parade, and its location shall be determined by the police department, fire district #4 and the public works department.

Sec. 11-134. Carnival/Mardi Gras float regulations.

- (a) Float size shall be as follows:
 - (1) A regular float shall be not less than twenty-three (23) feet in length, not more than twelve (12) feet in width and not more than seventeen (17) feet, six (6) inches in height from the street level.
 - (2) An auxiliary float shall be any float that is smaller than a regular float as defined above.
- (b) Each float shall depict the theme, color, design and overall composition as dictated by the captain of the krewe.
- (c) Every float must have at least one (1) ten-pound or two (2) five-pound Underwriter's Listed ABC Fire Extinguisher(s) or in compliance with State of Louisiana Fire Safety Code, whichever is more restrictive.
- (d) Every float, except for an auxiliary float, shall have at least one (1) ladder for accessing the float.
- (e) Every float shall have an appropriately designed and placed safety chain between it and the vehicle pulling it.
- (f) Every float, except auxiliary floats, which carries riders, shall contain an approved sanitary facility sufficient to accommodate the number of riders thereon. All waste contents must be disposed of in a proper manner at the expense of the parade organization.
- (g) Every float in a night parade shall be well illuminated in such a way as to not cause a safety hazard. Direct lighting shall not be focused toward the spectators.
- (h) Every carnival/Mardi Gras parade shall have a minimum of ten (10) regular floats. No more than one (1) auxiliary float shall be permitted for each regular float. There shall be no more than a total of thirty-five (35) floats in each parade unless approved by the city council.
- (i) All decorations and attachments of every float shall be securely fastened with no sharp, pointed or cornered objects on the exterior.

- (j) Every float shall be pulled by a mule, horse, tractor, or other vehicle presenting a full view of the operator. Floats cannot be pulled by truck, SUV or another traditional automobile. The operator must have visible access to the front and side of the vehicle in his control.
- (k) Generators shall be utilized in conformance with the prevailing fire department requirements.

Sec. 11-135. Marching clubs and bands.

Marching clubs.

- (a) Every marching club shall have at least twenty-five (25) and no more than one hundred (100) marchers.
- (b) Every marching club shall be permitted to march on foot in front of or behind any float along the designated parade route, provided they have written consent of the parade organization.
- (c) A marching club shall not in any manner impede or delay the progress of a parade. If a marching club impedes or delays a parade, it may be ordered by the parade organization or the Mandeville Police Department to disband. Failure to comply with this order shall be grounds to deny a permit in the future and proper prosecution under this Code.

Bands.

- (a) Every carnival/Mardi Gras parade shall have no fewer than five (5) marching bands participating in the parade.
- (b) Every band, marching club or other marching participation group unit that contains at least one (1) person under the age of eighteen (18) shall provide a minimum of one (1) adult chaperone per every ten (10) participants, regardless of age. Every band chaperone must be at least twenty-one (21) years old and be recognized by wearing some form of identification.

Sec. 11-136.1. Horse groups.

- (a) Adequate spacing shall be maintained between horses during the parade.
- (b) For safety purposes horse's heads shall be faced to the crowd when parade is stopped.
- (c) All horses must be fitted with appropriate saddles, bridles and any other safety equipment which will provide adequate control of the animal. Tack must be in good condition allowing rider to maintain control of his or her horse.
- (d) Riders are forbidden to move out of line formation for other than emergency conditions and riders are not to dismount or allow unattended horses along the parade route.
- (e) Every horse group, except law enforcement horse groups which immediately precede another horse group, is required to provide, at its own expense, at the rear of the riding group and in the assembly and disbanding areas, a person or persons with a shovel(s) and barrel type container(s) to pick up all droppings. If a horse group fails to provide such a person or persons, it shall be required to march at the rear of the parade or not be allowed to participate in the parade.
- (f) Every horse group may have one (1) vehicle to follow with a horse trailer.

Sec. 11-136.2. Auxiliary vehicles.

Every band, marching club and other marching participating group in each parade shall be allowed no more than one (1) motor vehicle to follow directly behind the group in the parade. Said auxiliary vehicle shall bear the name of the group on both sides of the vehicle as identification. Auxiliary vehicles shall be permitted for only the groups that are marching on foot.

Sec. 11-136.3. Unauthorized persons or vehicles.

- (a) Any person, group or vehicle participating in a parade without proper authorization from the parade organization or who in any manner interferes with the orderly conduct of the parade shall be subject to immediate arrest. Any vehicle or animal accompanying that person may be seized and impounded by the proper law enforcement authorities.
- (b) All permitted vehicles shall display a participation card duly authorized by the parade organization.
- (c) Unauthorized sounding of sirens from other than fire, police, or emergency medical services (EMS) is prohibited.

Sec. 11-136.4. Public safety.

- (a) The unauthorized presence of elevating-type vehicles, such as cherry pickers, along the parade route is prohibited.
- (b) Ladders, scaffolding or any type of platform or portable elevating devices are prohibited on the street of any parade route between the curbs or lateral curb lines. Such devices shall also be prohibited between the curbs or lateral curb lines of any street intersecting the parade route.
- (c) Ladders shall be placed as many feet back from the curb or lateral curb line as the ladder is high.
- (d) Fastening two (2) or more ladders together is prohibited.
- (e) During the carnival/Mardi Gras parade season as described herein, it shall be unlawful for any person in charge of a vehicle, horse or vending contrivance to personally park, stop, loiter or stand in such a manner as to obstruct, impede or inhibit the passage or any parade, or to obstruct, impede or inhibit the passage of traffic on any intersecting or adjacent street to the parade route.
- (f) It shall be unlawful for any person, at any time, to place or cause to be placed any type of obstruction, including, but not limited to, ropes, tents, scaffolds, ladders, ice chests, blankets or barricades, which may act as an impediment to vehicular or pedestrian traffic on any right-of-way along a parade route without first securing proper permission from the police department. For the purpose of this section, the right-of-way is that portion of ground dedicated to the city for public use as a street, median, or other use and shall include that portion of ground between the paved portion of the dedicated street and the property line of the adjacent land owner. The provisions of this section shall not apply to the usage of right-of-way by law enforcement, medical or safety personnel or to any usage in compliance with application city ordinances.

- (g) The following parking restrictions shall be in force for special events as indicated below:
- (1) For Carnival/Mardi Gras parades, there shall be no parking on the parade route including either side of any divided portion of the parade route (East Causeway Approach / West Causeway Approach), including no placement of trailers, viewing platforms, RVs, mobile homes, or any movable vehicle or movable meant to be towed by a vehicle.
 - (2) For a parade (other than Carnival/Mardi Gras parade) along either Route 1 or Route 2, there shall be no parking on the parade route three (3) hours prior to the published parade start time. The Mandeville Police Department will post no parking signage along the parade route providing notice of the time the no parking provision takes effect.
 - (3) For any race, the Mandeville Police Department will post no parking signage as needed depending on the racecourse selected by the organizer and will indicate the time that the no parking provision takes effect.
 - (4) Parking shall be prohibited along any parade route within twenty-five (25) feet of any intersection, driveway, or as properly posted.
- (h) It shall be unlawful for any person to throw, hand or spray any object or substance at or to any participant, vehicle or animal in a parade or marching club during any parade. Such objects shall include, but not be limited to, any insects, marine life, rodents, fowl or other animals, dead or alive, silly string, poppers, cans, bottles, fireworks or any explosive device.
- (i) It shall be unlawful to sell by vendor or individual any items that can be sprayed or cause harm to any participant, vehicle or animal. Such items shall include, but not be limited to, any insects, marine life, rodents, fowl or other animals, dead or alive, silly string, poppers, cans, bottles, fireworks or any explosive device.
- (j) It shall be unlawful for any person to carry, possess or drink from any glass container of any type on any parade route and within one hundred fifty (150) feet from any parade route during the following time periods:
- (1) One (1) hour prior to the scheduled starting time of the parade until one (1) hour after the completion of the parade.
 - (2) The only exempt area shall be the toasting stand under supervision.
- (k) In addition to any other penalties specified in this article and the City Code of Ordinances, no person shall display a glass container on any parade route and within one hundred fifty (150) feet of any parade route during the prohibited time. Said glass container shall be deemed contraband and shall subject the offender to arrest or citation and the immediate seizure of such container by any authorized law enforcement officer.
- (l) Laser lights, restricting lights, and pointers are prohibited for use or sale on the parade route.
- (m) Reserved.
- (n) The presence of animals or reptiles, other than those which are actually participating in the parade, is prohibited within the parade or within one hundred fifty (150) feet of the parade route during the parade.

- (o) The constant forward movement of the parade shall not be interrupted without the consent of the parade organization or the Mandeville Police Department.
- (p) A minimum of two (2) sanitary facilities shall be required for each one-half mile of parade route and at least two (2) sanitary facilities shall be required in the staging area. These facilities shall be provided by the parade organization. All sanitary facilities provided for herein shall be removed from the parade route within twenty-four (24) hours of the completion of the parade.
- (q) In the interest of public safety and after obtaining reliable information regarding weather conditions or other threats to the public safety, the Mayor of the City of Mandeville in conjunction with the Chief of Police of the City of Mandeville and the captain of each respective krewe may cancel any parade at any time before it starts or while it is in the progress by giving oral and followed by written notice to the officers of the parade organization by the most expeditious manner available.

Sec. 11-136.5. Riders.

- (a) No participant of a carnival/Mardi Gras parade shall ride as a masker in public view on a float unless that person is constantly costumed and masked so as to disguise his or her facial characteristics. This provision shall not apply to the king, queen, captain, maids, dukes, pages, attendants or special guest celebrities of the organization.
- (b) Every individual float rider shall wear the provided safety device at all times during the parade.

Sec. 11-136.6. Parade marshals.

The function of a parade marshal of a parade organization shall encompass, but not be limited to, the following:

- (1) Being in possession of and providing to the Mandeville Police Department a final printed lineup of the parade and a drawing of the parade route.
- (2) Supply a minimum of two (2) parade marshal aide[s] per five (5) units, or more as required by the Mandeville Police Department for the orderly preparation, assembly and progress of the parade. Said parade marshal aides shall be placed along the approved parade route as recommended by the Mandeville Police Department. Each parade marshal and/or aide shall be equipped with common radio communication system(s) capable of communications with the Mandeville Police Department or other communication arrangements considered adequate and acceptable to the police department.
- (3) Being responsible for and aware of the forward movement of the parade and its progress.
- (4) Being aware of how many stops the parade is authorized to make, where and for what purpose.
- (5) Being authorized to remove participants from the parade that are not authorized by the parade organization or are in violation of any of these articles.

- (6) Being instrumental in the orderly disbandment of the parade with the cooperation of the Mandeville Police Department.
- (7) Aiding in the on-board inspection of floats and trucks to ascertain the nature of throws and removing all objects that are deemed undesirable.

Sec. 11-136.7. Attire and characterization.

- (a) All participants in any special event, whether on float, truck, horseback, in cars or other types of vehicles, or on foot, shall be decently attired and no sexually indecent dress or characterization shall be allowed. Participant of any parade shall be prohibited from conducting themselves in a vulgar or indecent manner or display any behavior that would be shocking or offensive to the general public.
- (b) No intoxicated person shall be allowed to participate in a parade.
- (c) It shall be unlawful for any person to smoke while on a float, truck, horse, auxiliary vehicle or any other vehicle which is designated to participate in the parade in the assembly area, during the parade and in the disbanding area.
- (d) No participant in any capacity in any parade, except law enforcement personnel, shall possess or have in his or her custody or control, any life-threatening object, any firearm, any noxious substance or any liquid intended to be sprayed, tossed, handed out or otherwise distributed.

Sec. 11-136.8. Throws.

- (a) No parade participant other than an actual riding member and special guest celebrities or other participants authorized by the parade organization shall be permitted to toss or hand out throws or trinkets of any kind. However, no throwing of any kind shall be permitted by occupants of property trucks or news media vehicles.
- (b) In a carnival/Mardi Gras parade, the distribution of doubloons, trinkets or throws of any kind shall be pre-approved by the captain of the parading krewe.
- (c) It shall be prohibited for any driver of any motor vehicle in a parade to toss or hand out throws or trinkets of any kind.
- (d) No throws or trinkets of any kind shall be constructed of glass or contain sharp edges or points.
- (e) No throws or trinkets of any kind shall be tossed or handed out to the front or rear of a float or truck or other vehicle.
- (f) No throws or trinkets of any kind shall be thrown or handed out in the assembly or disbanding areas.
- (g) In addition to the penalties hereinafter in section 11-136.14 set forth, any person violating these provisions shall be subject to surrender all throws for the duration of the parade.
- (h) Discarding of debris, trash, and packaging shall be prohibited along the parade route.

- (i) No parade participant, while participating in a parade on the parade route, in a parade staging area, or in a parade disbanding area, shall hand out, throw or distribute in any way any sexually oriented device.
- (j) Riders not in compliance with any of the above shall be removed from the parade by the captain, float lieutenant, parade marshal, or the Mandeville Police Department.

Sec. 11-136.9. Assembly and disbanding.

- (a) The consumption of any alcoholic beverage by anyone is forbidden in the staging area.
- (b) Every participant shall report to the designated assembly area at least one (1) hour prior to the scheduled start of the parade.
- (c) Entry by any participant, group or vehicle into the parade shall be permitted only at the designated assembly area, except in an emergency or when duly authorized by the captain or the parade marshal.
- (d) Exit by any participant, group, or vehicle from the parade shall be permitted only at the designated disbanding area, except in an emergency or when duly authorized by the captain or the parade marshal.
- (e) Unauthorized vehicles shall be prohibited from entering the designated assembly and disbanding areas. Vehicles authorized by each parade organization shall display such written authorization in order to enter the assembly or disbanding areas. All such vehicles must be removed from the assembly area before the scheduled starting time of the parade.

Sec. 11-136.10. Permit required, application and standards for issuance of special event permit.

- (a) Any person, group or organization desiring to stage, present or conduct a special event, as defined herein, within the City of Mandeville shall make application to the mayor on forms supplied by the City of Mandeville at least sixty (60) days prior to the special event except for application for carnival/Mardi Gras parades which must be received by the mayor's office annually on or before April 1 of the year immediately preceding the year of the parade and a seasonal display permit which shall be applied for at least sixty (60) days prior to the commencement of erection or assembly of the seasonal display. Whether or not a permit be issued or denied is directed to city officials pursuant to Sec. 11-136.11(c). The mayor shall recommend to the city council, as the law may require, to grant or deny a special event permit. If the application is made for a special event which is a seasonal display, then the mayor and the city council, as the law may require, must decide whether or not a permit should be issued. In making such decision, the mayor will consider the application using content-neutral standards which seek to ensure the maintenance of orderly vehicular and pedestrian traffic in the public roadways and walkways within a reasonable proximity of the seasonal display and such other information as may otherwise be obtained from safety officials from the Mandeville Police Department and St. Tammany Parish Sheriff's office or Louisiana State Police or other safety agencies.
- (b) Permit applications by nonprofit organizations for special events shall include a tax identification number, or a copy of the tax-exempt status certificate, and a statement stating

what charity organization(s) will receive the funds and the percent of the proceeds it will receive. The nonprofit organization shall notify the director of finance of the charity organization(s) receiving donations and attach a canceled check or other evidence of the donation to said notice prior to re-application to the city for the subsequent years event. If the nonprofit organization fails to give the city notice of its donation, it will not be eligible for additional special events permits.

- (c) Any Special Event permit application submitted must acknowledge that the Special Event, if the permit is issued, is limited to the Special Event Area designated in the permit. Due to the City of Mandeville's desire to ensure use of public property by all citizens and visitors and the strain on public parking, public roads and city services due to high vehicular and pedestrian congestion, the City has made available significant and ample public property for Special Events, and has determined that permitting requirements for special events will assist in the efficient use of public lands and to allow prior notice to residents and visitors of scheduled, permitted events that meet the permitting requirements.
- (d) The mayor's office and the council, as the law may require, shall grant the permit if it is found that:
 - (1) The event will not substantially interrupt the safe and orderly movement of traffic through and within the city. In the case of a seasonal display that it be located on property which is accessible for the safe ingress and egress of motor vehicle or pedestrian traffic;
 - (2) The event will not require the diversion of so great a number of police officers to properly police the event and the areas contiguous thereto so as to deprive the remainder of the municipality of normal police protection;
 - (3) The event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to the remainder of the municipality;
 - (4) The concentration of persons resulting from the conduct of the event will not duly interfere with proper fire and police protection of, or ambulance service to, such portions of the municipality that are contiguous to the site of the event;
 - (5) The event will not interfere with the movement of firefighting equipment en route to a fire;
 - (6) The conduct of the event is not reasonably likely to result in injury to persons or property, to provoke disorderly conduct or create a disturbance;
 - (7) The event is not being held for the sole purpose of advertising any commercial product, service, or goods and the event is not designed for private profit;
 - (8) If the event is a parade, that the parade route meets with its approval and the parade is scheduled to move along its route from its point of origin to its point of termination expeditiously and without unreasonable delays;

- (9) If the event in a festival or church fair, the applicant shall register with the State of Louisiana, department of public safety and corrections, public safety services, and provide proof of inspection of all amusement rides; and
- (10) If the event is held on private property, signage information has been submitted for approval for no more than one (1) thirty-two-square foot banner to be installed at the location of the event behind the greenbelt for the day prior to the event and the day of the event and must be removed immediately upon the conclusion of the event and a six-square-foot directional sign only containing the name of the event may be placed at no more than three (3) intersections and must be removed immediately upon the conclusion of the event.

Sec. 11-136.11. Special event permit applications, review.

- (a) Before any special event permits are issued, all applications shall be reviewed by appropriate city departments and the fire protection district #4.
- (b) Each department and the fire district shall provide the estimated cost of the special event to the city for that department and district as directed by the estimated fee charts provided in Sec. 11-136.15(c).
- (c) Any special event that will cost the city eight hundred dollars (\$800.00) or less may be approved by the mayor upon the determination that all requirements have been met, unless a variance is required; and if any costs exceeds eight hundred dollars (\$800.00), or in all other instances, a special events application shall be submitted to the city council for approval before a special events permit will be issued.
- (d) Permit applications by nonprofit organizations for events shall include a tax identification number, a certificate of incorporation from the Secretary of State of the State of Louisiana, if applicable, and a statement stating what charity organization will receive the funds and the percent of the proceeds it will receive.
- (e) If required by Sec. 11-142, an insurance binder naming the city as an additional insured must be attached to the permit application, and the insurance certificate must be delivered to city hall thirty (30) days prior to the event.
- (f) All special events for profit shall comply with the payment provisions of Sec. 11-136.15.
- (g) Special events that require a variance must make the proper application for the variance to the city council.
- (h) Permit applications must be submitted not less than sixty (60) days nor more than twelve (12) months prior to the event.
- (i) Only Mardi Gras parade organizations receiving permits for the parade year 1997 shall be issued permits for subsequent years unless a change is made under the provisions of section 11-136.11 hereof.
- (j) Reserved.

- (k) Every Mardi Gras parade organization seeking to parade shall have been duly chartered by the State of Louisiana for at least twelve (12) months prior to making application for a special event permit to the City of Mandeville.
- (l) Every application for a special event permit shall set forth the following information:
 - (1) The name, municipal address and telephone number of the applicant;
 - (2) If the event is proposed to be conducted for, by or on behalf of an organization, the name, municipal address, telephone number (including fax number), and email address of the headquarters of the organization, and of the authorized and responsible officers of the organization;
 - (3) The name, address, telephone number (including fax number), and email address of the person who will serve as the event chairman and who will be responsible for its conduct;
 - (4) A brief description of the event for which the permit is sought;
 - (5) The date and rain date when the event is proposed to be held;
 - (6) The location at which the event is proposed to be held; and
 - (7) Identification of all streets, parks or other public places within the corporate limits of the City of Mandeville proposed to be used or encroached upon in the course of conducting the event.
 - (8) If the event is a race, then the application must include the route the race will take, the proposed starting time and the estimated time the race will be completed.
 - (9) If the application is for a permit to conduct a parade (other than Carnival/Mardi Gras parade), then it shall provide the following additional information:
 - a. The proposed parade route from the available streets comprising the Public Parade Route. A map of the proposed route shall be attached to the application;
 - b. The approximate number of persons who and animals and vehicles which, will constitute the parade; the type of animals, the number and description of each sort of vehicle, and the number and type of each distinct unit (i.e., marching band, dance troupe, equestrian team, etc.) to be included in the parade;
 - c. The time at which the parade will start and the time the parade is expected to terminate;
 - d. The location by streets of any assembly areas for the parade, a description of the parade participants to assemble in each area and the time that parade units will begin to assemble at these locations; and
 - e. The interval of space to be maintained between units of the parade.

- (10) If the application is for a Public Assembly only, then the application shall be filed thirty (30) days prior to the Public Assembly, shall acknowledge that no parading or movement is permitted, and it shall provide the following additional information:
- a. All information set forth in Section (l) above;
 - b. The proposed location of assembly from the available Special Event Areas;
 - c. The proposed time for the public assembly;
 - d. An agreement by the applicant for the Public Assembly to sign an indemnification and hold harmless agreement satisfactory to the City fifteen (15) days prior to the event, the failure of which will result in the denial of a permit without consideration of any other criteria.
 - e. An agreement by the applicant to pay permit fees as calculated by the City for services necessary to maintain public safety, pedestrian safety and movement, and vehicular safety and movement along the public roadways, rights-of-way and walkways within the City; and
 - f. Applicant agrees to remove all litter or debris and remove any temporary banners, posters, signage, or other materials brought to the assembly by participants. The materials and litter or debris must be removed as provided for in Sec. 11-136.15.
- (m) Permits for this and all subsequent years shall be for the same position, route and item in the carnival/Mardi Gras parade season, except those positions, routes, dates and times as may be authorized by the mayor or city council in conjunction with the Mandeville Police Department.
- (n) If a permit is canceled for just cause, or if the holder of a permit does not parade in any year, except when a parade is canceled for reasons beyond the control of the permit holder such as weather, fire or national emergency, said permit shall be canceled for that year. In that event, the number of permits issued will be reduced accordingly except if a change is made pursuant to section 11-136.11 hereof. Such vacancy in date and time of a parade may be filled by a parade organization already permitted under this chapter which may desire to transfer to such date and time, parade seniority prevailing, that is, the interested organization with the earliest dated application. Any vacancy that is created by such transfer may likewise be filled applying the same procedure. If any conflict in position, date, time or parade route arises, parade seniority, that is, the organization with the earliest dated application, shall prevail as to which parade organization shall have the right to the contested position, date, time or parade route.
- (o) At least ninety (90) days prior to the start of the carnival Mardi Gras season, Mardi Gras parade organizations shall provide written documentation to the city, specifying that all financial agreements have been met with the city and the providers a float will be used in each parade, and that the float will be available for parade at the time stipulated date and time.

- (p) A tentative parade lineup showing the position of each float, auxiliary float, band, marching group and other components of the parade shall be submitted to the mayor's office at least fourteen (14) days prior to the date of the parade.
- (q) On festivals or church fairs, the applicant shall register with the State of Louisiana, department of public safety and corrections, public safety services, and provide proof of inspection of all amusement rides.
- (r) Permission to incorporate fireworks or pyrotechnics into any special event is contingent upon meeting the requirements set forth by the Louisiana State Fire Marshal's Office and approval of fire district #4 and the Mandeville Police Department. A copy of the approved permit from the Louisiana State Fire Marshal's Office shall be forwarded to the City of Mandeville and fire district #4 at least seventy-two (72) hours before the event.

Sec. 11-136.12. Action on permit application; alternative permits; notice; appeal.

- (a) *Action on permit application; notice to applicant.* Written notice of the decision of the mayor or city council to approve or deny an application for a special event permit shall be mailed by certified mail to applicant at the address provided on the application within thirty (30) business days of receipt by the mayor of a complete permit application and of any additional information regarding the event as it may require of the applicant. All events that require city council approval shall be submitted to the city council within ten (10) days after the review by the mayor.
- (b) *Appeal.* An applicant for a special event permit who is aggrieved by the action taken by the mayor in either denying the permit or in requiring certain costs and expenses of the applicant, may appeal the action to the city council. Such an appeal shall be in writing signed by the applicant or its duly authorized representative and filed with the clerk of the council within five (5) business days of receipt of the mailing by the mayor of notice of his action on the application. The appeal shall be heard and decided by the city council at the next regular city council meeting scheduled provided the appeal be filed within at least forty-eight (48) hours of the next regularly scheduled meeting. Nothing herein shall prevent the city council from noticing and convening a special meeting to hear and decide an appeal regarding issuance of a special event permit. In acting on an appeal, the city council may exercise all authority of the mayor with regard to the consideration of an application for a special event permit.

If the appeal is favorably considered by the city council, then it shall pass a resolution granting the permit and the permit shall be issued within five (5) days.

- (c) *Appeal.* An applicant for a special event permit who is aggrieved by the action taken by the city council, in either denying the permit, denying the appeal of a denial by the mayor, or in requiring certain costs and expenses of the applicant, may appeal the action to the 22nd Judicial District Court. Such an appeal shall be in writing signed by the applicant or its duly authorized representative and filed with the 22nd Judicial District Court within five (5) business days of receipt of the mailing by the mayor of notice of the city council's action on the application. The appeal shall be heard and decided by the 22nd Judicial District Court.

Sec. 11-136.13. Outdoor concessions during carnival parade season.

- (a) Any person or organization may apply to the department of finance for a permit to operate an outdoor concession on a parade route during the carnival/Mardi Gras parade season. The applicant shall have permission from the property owner upon which the concession will operate and have facilities which pass inspection by the permits division, police department, department of public works and fire district #4 and, if required, the state department of health. The building inspector shall make a full inspection of the proposed location of the concession.
- (b) All applications for outdoor concession permits during the carnival/Mardi Gras parade season shall be made at least twenty-one (21) days prior to the start of the carnival/Mardi Gras parade season. Any stands constructed and doing business without a permit shall be ordered closed.
- (c) It shall be a requisite that all outdoor concession stands be inspected by the building inspector to ascertain if they meet all applicable code regulations, and, if required, by the state department of health. Any noncompliance shall be corrected immediately upon discovery. Failure to correct all noncompliance shall render the outdoor concession stand permit invalid and authorize the building inspector to order the concession stand closed.
- (d) A building permit shall be required for the construction of all outdoor concession stands.

Sec. 11-136.14. Violations/penalties.

- (a) Any organization that violates any of the provisions of this article shall have its permit for the following and subsequent years revoked by the mayor or city council with written documentation to the organization showing cause for the action.
- (b) Any individual who violates any of the provisions of this article may also be punished as provided in section 1-9 of the Mandeville Code.

Sec. 11-136.15. Reimbursement for city costs and expenses.

- (a) All persons or organizations producing special events shall reimburse the City of Mandeville for the costs and expenses which it has incurred in the production of such event. The cost will be calculated at the time of the permit application and serve as the permit fee, calculated from information provided by City personnel, police personnel, Fire District #4, and other public safety officials as may be indicated by the permit application, and set forth in section (c) below.
- (b) Each person or individual applying for a special event permit agrees to be responsible for litter pickup and general cleanup of the Special Event Area utilized by the special event at the end of the designated time for the event. Failure to remove any debris or litter may result in fines as provided by the general Code of Ordinance provisions applicable and may also result in denial of future applications. Each parade organization shall be responsible for litter pickup and general cleanup of its staging and disbanding areas. Said cleanup shall be completed within twelve (12) hours after the conclusion, postponement, or cancellation of any scheduled parade. In the event that the areas are not cleaned within twelve (12) hours after the conclusion, postponement, or cancellation of any scheduled parade, then in that event, the parade organization shall reimburse the City of Mandeville for any and all costs incurred by

the city to have the staging and/or disbanding areas cleared. Permits for subsequent years shall be withheld pending said payment to the City of Mandeville.

- (c) The applicant for a Special Event for a parade shall utilize the following chart to estimate the permit fees that will be assessed for its Special Event permit:

Estimated Attendance	Police Services based on Attendance	Police / Security Staffing Route 1	Police / Security Staffing Route 2	EMS / First Aid	Sanitation / Cleanup	Other City Resources
Under 500 (Neighborhood / small community parade)	2 parking enforcement officers for 8 hours (covering pre-parade and post-parade); 1 additional foot patrol officer for every 500 participants/attendees expected	1 supervisor and 22 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1 supervisor and 10 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	On-call EMS; basic first aid kit on site	1-2 sanitation personnel; trash cans placed at start/end	No special permits beyond standard event application
500 – 1,000 (Small city seasonal parade)	2 parking enforcement officers for 8 hours (covering pre-parade and post-parade); 1 additional foot patrol officer for every 500 participants/attendees expected	1 supervisor and 22 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1 supervisor and 10 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1 staffed EMS station + roving medic	2-4 sanitation staff; pre- and post-event trash sweep	Portable restrooms if no nearby facilities
1,000 – 2,500 (city event)	2 parking enforcement officers for 8 hours (covering pre-parade and post-parade); 1 additional foot patrol officer for every 500 participants/attendees expected	1 supervisor and 22 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1 supervisor and 10 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1-2 ambulance units staged on route + mobile EMS	Sanitation team sweep every 30-60 mins; temporary bins along route	Portable restrooms; public works support or clean-up plan submitted
2,500-5,000 (Medium city event)	2 parking enforcement officers for 8 hours (covering pre-parade and post-parade); 1 additional foot patrol officer for every 500 participants/attendees expected	1 supervisor and 22 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1 supervisor and 10 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1-2 ambulance units staged on route + mobile EMS	Sanitation team sweep every 30-60 mins; temporary bins along route	Portable restrooms; public works support or clean-up plan submitted
10,000+ (Large parade / Eve Parade)	2 parking enforcement officers for 8 hours (covering pre-parade and post-parade); 1 additional foot patrol officer for every 500	1 supervisor and 22 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	1 supervisor and 10 officers located at each intersection of parade route and cross-streets (4-hour minimum detail)	Mobile EMS stations + dedicated transport ambulance; additional hospital notification	Full sanitation team; scheduled debris pickup cycles	Command Post, communication tower, media zone, crowd control barriers

	participants/attendees expected					
Race	2 parking enforcement officers for 8 hours (covering pre-parade and post-parade);	Dependent on race route submitted and determined based on safety considerations including but not limited to expected participants and attendees and cross-streets along racecourse	Dependent on race route submitted and determined based on safety considerations including but not limited to expected participants and attendees and cross-streets along racecourse	Dependent on race route submitted and determined based on safety considerations including but not limited to expected participants and attendees and cross-streets along racecourse	Dependent on race route submitted and determined based on safety considerations including but not limited to expected participants and attendees and cross-streets along racecourse	Dependent on race route submitted and determined based on safety considerations including but not limited to expected participants and attendees and cross-streets along racecourse

There is an additional cost for crowd control barricades and vehicle control measures (no parking signage placement and removal) required, depending on the parade or race route which will be determined at the time of application review and not expected to exceed \$3,000.

The police and security staffing needs are based upon the use of the full Public Parade Route and the street intersections which must be controlled and additional security patrol based upon attendance estimates. Should the applicant reduce the requested use of the Public Parade Route, a reduction in police and security staffing performing traffic control would be possible. Additional, optional resources are available to applicants for a Special Event such as portable restrooms, public address systems, and vendor permitting and tax compliance information.

- (d) The City reserves the right to adjust policing, security, EMS, and sanitation needs based on the following:
 - (1) The route of parade indicated and the number of street crossings or intersections;
 - (2) The presence of children and any health concerns particular to the seasonal weather or particular temperature and weather conditions anticipated on the date of the special event; and
 - (3) The involvement of food vendors, alcohol, combined events (i.e., parade followed by post-parade gathering).
- (e) The City will collect the projected permit fee based upon the permit application. As noted on the application, once a permit is issued the City will collect the permit fee to cover projected costs to the City for the Special Event. Should the applicant have misstated the participants to the event or incurred costs in excess of those projected on the application, a supplement will be owed by the applicant for the Special Event permit. Any dispute over the appropriate permit fees shall be handled by the City Attorney.
- (f) Because of the public nature of carnival/Mardi Gras parades, the city council shall determine what percentage the parade organization shall pay of the city's costs and expenses incurred in the production of the parade. However, if a carnival/Mardi Gras parade is produced for profit, then the parade organization shall pay one hundred (100) percent of the costs and expenses

incurred by the city and the fire district in the production of any parade. If the carnival/Mardi Gras parade has a commercial sponsor, then the parade organization shall pay a percentage of the costs and expenses incurred by the city and the district in producing the parade in proportion to the number of floats that are commercially sponsored. Sponsorship shall only apply to floats and there shall be only one (1) sponsor per float. The name of the sponsor may be displayed on two (2) signs which may be mounted on the float or on the vehicle towing the float, but no sign shall exceed the size of two (2) feet by three (3) feet and shall only be indirectly lit.

Sec. 11-136.16. Standard accounting practices for not-for-profit organizations which receive special event permits.

Not-for-profit organizations receiving special event permits and whose activities cost the City of Mandeville two thousand five hundred dollars (\$2,500.00) or more, and for whom reimbursement is waived by the Mandeville City Council, shall provide to the City of Mandeville a current financial statement of the financial condition of the organization. The report shall be prepared by a CPA in accordance with general accounting standards.

Sec. 11-136.17. Requirement for recycling at all public venues and special events, excluding the Mardi Gras parade routes.

A property owner of any outdoor event shall provide a sufficient number of portable recycling containers for the separate recovery, collection and removal of recyclable materials, including aluminum and plastics during any outdoor event. At a minimum, the property owner shall have recycling containers next to each and every trash can located on the outdoor event property during the outdoor event. For Special Event Areas belonging to the City which is used as an outdoor event property, the permit holder shall provide a sufficient number of containers for the separate recovery, collection and removal of recyclable materials, including, but not limited to, aluminum and plastics during the outdoor event. At a minimum, the permit holder shall have recycling containers next to each and every trash can located on the outdoor event property during the outdoor event. Not complying with the recycling ordinance can result in fines.

Sec. 11-137. Reserved.

Sec. 11-137.1. Public adherence to standing behind barricades placed by the Mandeville Police Department or employees of the city.

Parade viewers are required to obey those restrictions placed on them by the presence of barricades positioned by the Mandeville Police Department or St. Tammany Parish Sheriff's Office or authorized employees of the city.

Sec. 11-138. Festivals.

- (a) Any person or organization which desires to produce a festival in the City of Mandeville shall make an application for a special events permit as provided in section 11-136.10 of this article and pay to the city the percent of the city expenses incurred on behalf of the festival as per section 11-136.15 of this article.

- (b) In addition to the information requested in section 11-136.11, the applicant shall submit the following:
- (1) An audited financial statement prepared by an independent CPA firm of the sponsoring organization shall be submitted to the city through its director of finance within one hundred twenty (120) days following the end of the fiscal year of that organization or prior to application of the organizations next event. Festivals whose activities cost the City of Mandeville and/or fire department more than two thousand five hundred dollars (\$2,500.00) and for whom reimbursement is waived by the Mandeville City Council must comply with chapter 11, section 136.16 of the Code of Ordinances of the City of Mandeville.
 - (2) Provide insurance as required by this article.
 - (3) The number of police officers required to maintain order and safety shall be determined by the chief of police.
 - (4) A general diagram of the festival area must be submitted with the permit application.
 - (5) All vendors selling food items must meet state health codes.
 - (6) A list of vendors selling any items must be submitted to the city finance department for tax purposes within ten (10) days after the festival.
 - (7) A list of all entertainment for the festival must be submitted to the special event aimed at least sixty (60) days prior to the event.
 - (8) The festival site must be cleaned up and returned to its original condition within forty-eight (48) hours of festival closing. All expenses incurred shall be paid by the festival holder.
 - (9) Street closing will be at the discretion of the chief of police.

Sec. 11-139. Races.

- (a) Any person or organization which desires to produce a race in the City of Mandeville shall make an application for a special event permit as provided in section 11-136.10 of this article and pay to the city a percent of the expenses as per section 11-136.15 of this article.
- (b) The chief of police shall have the right to close any streets necessary for the race.
- (c) The chief of police shall determine how many police officers are required for each race.
- (d) A map of the route of each race must be attached to the special event permit application and each route must be approved by the chief of police.
- (e) Provide insurance as required by this article.

Sec. 11-139.1. Seasonal display.

Any person or organization which desires to produce a seasonal display in the City of Mandeville shall make application for a special event permit as provided in section 11-136.10 of this article.

Sec. 11-140. Carnival, circus.

Carnivals and circuses are not to be permitted within the Mandeville city limits.

Sec. 11-141. Other special events.

The use of public property including but not limited to the Mandeville Harbor pavilion, lakefront, and/or gazebo by any person or organized group for any event not requiring a special event permit shall require notification to the City through the Cultural Arts Director for scheduling and does not guarantee any specific location for exclusive use. Further, due to public health, safety, welfare, and in furtherance of the City's efforts to preserve the aesthetic appeal and value of protected native trees and landscape, the City may restrict any use of public property for any event not requiring a special event permit to areas directed by the City to ensure the goals of the City for safety and preservation are maintained. Further, the lack of requirement for a special event permit does not exempt any person or organized group from adherence to all provisions of the Code of Ordinances that regulate the use of public property, including but not limited to time limitations for public access, litter and debris ordinances, and noise ordinances.

Sec. 11-142. Insurance.

- (a) Every person or organization which produces a parade, festival, race or any other special event determined by the City to require insurance in addition to the indemnification and hold harmless agreement shall carry liability insurance with the City of Mandeville named as an additional named insured in at least a minimum of one million dollars (\$1,000,000.00) bodily injury and property damaged combined for each Special Event. A special event permit shall not be issued without receipt from the insurer or its agent of record of a bona fide certificate of insurance.
- (b) Insurance company must have an "A" or better rating and be authorized to do business in the State of Louisiana.
- (c) Every person or organization which receives a special event permit agrees to hold harmless and to indemnify the City of Mandeville, and its departments and employees, for any and all damages to property and/or personal injury that results in a loss to the city and/or its departments that may occur as a result of the negligence or fault on the part of the said person or organization or any of its agents, employees, members or volunteers. Such agreement shall be acknowledged at the time of the special event permit application and shall be signed and provided to the City fifteen (15) days prior to the event. The failure to provide a valid agreement or any irregularity discovered in the agreement or, if applicable, the insurance agreement, shall negate the permit without further action or notice by the City. Upon discovery by or notice to the permit applicant of such failure, the permit applicant shall immediately communicate the cancellation of the special event.

Sec. 11-143. Severability.

It is hereby declared that the sections, paragraphs, sentences, clauses and phrases of this article are severable and if any section, paragraph, sentence, clause or phrase be declared unconstitutional by a valid judgment of any court of competent jurisdiction, such judgment shall not affect the constitutionality of any other section, paragraph, sentence, clause or phrase of this article.

Secs. 11-144—11-149. Reserved.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon the signature of the Mayor and shall apply to any special event permit application made on or after said date;

BE IT FURTHER ORDAINED that the Clerk of this Council be, and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this Ordinance.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this _____ day of _____, 2025.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman



INTEROFFICE MEMO

TO: Alicia Watts
Elizabeth Sconzert

FROM: Alia Casborné

DATE: December 8, 2025

SUBJECT: Special Events Application Recommendations

Please find below the Special Events Applications received and recommended for Council approval by the Special Events Committee.

Our Lady of the Lake Knights of Columbus

Applicant: Julio Aviles

Mandeville Stands for Life – A Pro Life Chain Event

Date/Time: Saturday, January 24, 2026 – 1:00 PM – 2:00PM

Rain Date: N/A

Location: See Map

Approval Requests:

- *Approval of Map*

Contingencies:

- *Link is not to block sidewalks or highway intersections*

VIA Link

Applicant: Erin Sims

Pinwheel Walk for Child Abuse Prevention

Date/Time: Saturday, April 11, 2026 – 10:00 AM - Noon

Rain Date: N/A

Location: Lakefront Harbor to Pavilion (See Attached Map)

Approval Requests:

- *Map Approval – Route on the walk path*

Contingencies:

- *Certificate of Insurance*
- *Walkers remain on walk path*

Attachments

Mandeville Stands for Life

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Our Lady of the Lake Knights of Columbus Council 9240
Name of Authorized Representative Julio A Aviles Non-Profit/Tax-Exempt # 72-1062954
Mailing Address 430 Red Maple Dr
City Mandeville State LA Zip 70448
Applicant Phone # 912-441-6706 Alt. Phone # 912-484-6706
E-Mail jaavilesortiz@gmail.com Application Fee Paid? YES NO

Name of Event: Mandeville Stands for Life - A Pro Life Chain Event
Date(s) of Event: Day 01/24/2025 Date / / Time 1:00-2:00PM Rain Dates(s) N/A
Event Location: HWY 190 between St. Ann Dr./Meadowbrook Blvd. & Causeway Overpass (Map Attached)
Type of Event: ☐ New ☐ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☒ Other: Life Chain
Description/Purpose of Event Participants hold Pro Life Signs on Roadside to raise awareness Estimated Attendance 100

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting		
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
10	Will there be canopies or tents?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

14	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By:

Julio A Aviles

Printed Name:

Organization Represented: Our Lady of the Lake Knights of Columbus Council 9240

Office Held Life Director

Date 11/04/2025

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 11/18/25

Certificate of Insurance? YES ☒ NO ☐ To Be updated

DEPARTMENTAL EXPENSES

INITIALS

Police Department _____

Fire District #4 _____

Public Works _____

TOTAL COSTS _____

Recommendation of Special Events Committee:

- DO NOT block sidewalks or Hwy Intersections
- No Police Detail needed.

Approved:

L. Clay Madden
Mayor Clay Madden

12-8-25
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No

Date Approved: _____

Mandeville "Stands for Life!" Life Chain - January 24, 2026

Mandeville - Life Chain Event

1:00 – 2:00 PM

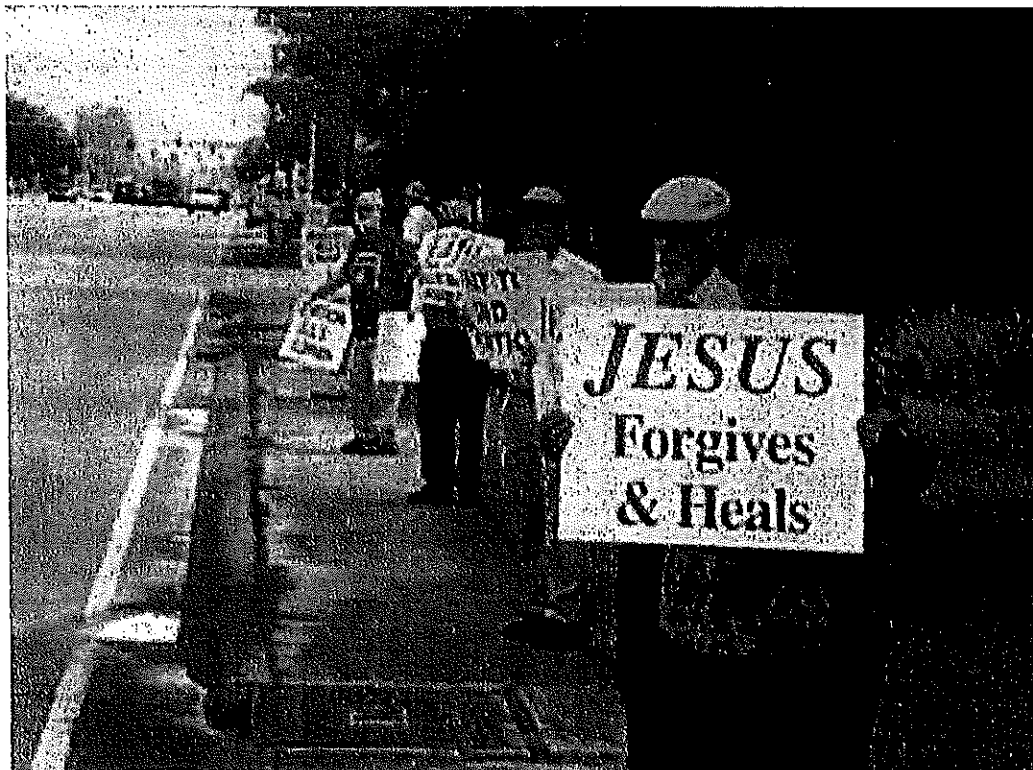
Join Our Lady of the Lake Knights of Columbus (Council 9240) & Respect for Life Ministry, and Louisiana Right to Life as we stand for life along the roadside waving signs in the form of "life chains," serving as a witness for the unborn and their mothers to share our pro-life message with fellow citizens. We will be joining other communities across Louisiana who will be conducting "life marches" as well.

Location - Highway 190 between St. Ann Drive/Meadowbrook Blvd and Causeway/Hwy 190 Off-Ramp / N. Causeway On-Ramp (at the Causeway overpass) – see attached map. We will meet prior to the event, beginning at 12:30, to distribute pro-life signs at the following staging areas:

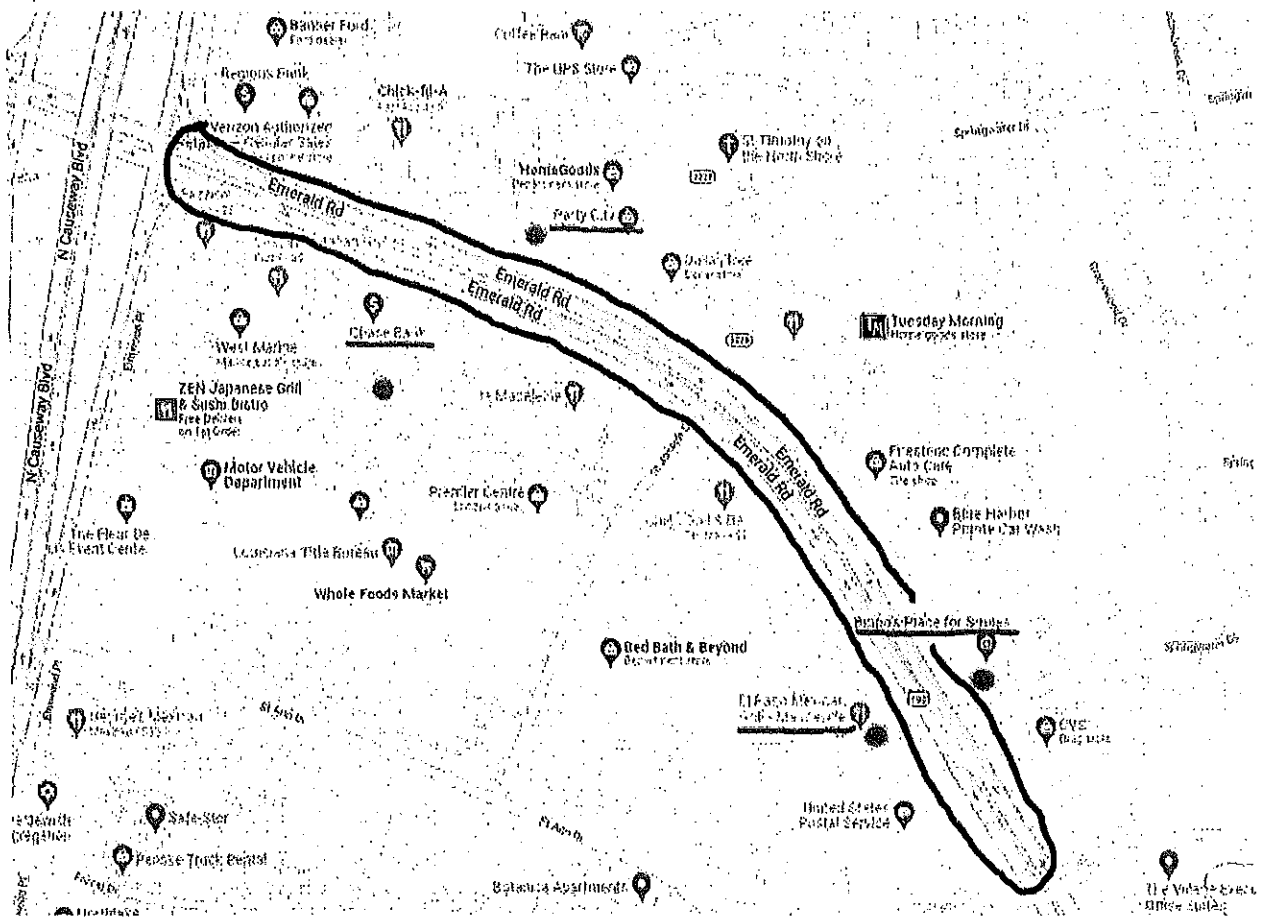
- Beside Chase Bank (St. Peter Council 12906)
3500 US-190 W, Mandeville, LA 7047, Mandeville, LA.
- Next to El Paso Mexican Grill (Our Lady of the Lake – Council 9240)
3410 U.S. Hwy 190, Mandeville, LA 70471
- Next to Bippos Place for Smiles (Our Lady of the Lake – Respect Life Ministry)
2935 U.S. Hwy 190, Mandeville, LA 70471
- Between Starbucks & Party City (Our Lady of the Lake – Council 9240)
3601 & 3371 U.S. Hwy 190, Mandeville, LA 70471

Note: These locations are marked as **purple dots** on the map below.

After the event, we will collect the signs at these same locations for reuse at future events.



The City of Mandeville has requested that we not 1) block the highway or intersections and 2) stand behind the sidewalk as to not obstruct pedestrian use.



For more information contact Julio Aviles at jaavilesortiz@gmail.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Johnson-Wilkemper
35 Washington St
Columbus IN 47201

CONTACT
NAME: Melinda Bedel
PHONE (A/C No. Ext): 812-372-7829 FAX (A/C No.): 812-372-0026
E-MAIL
ADDRESS: mbedel@jwinsurance.com

INSURED
Louisiana Right to Life Federation & Louisiana Right to Life Education
Committee Inc
30 Allen Toussaint Blvd
New Orleans LA 70124

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ARCH Insurance Co.	11150
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 514498908

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	NCFKG0417302	3/1/2025	3/1/2028	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y	NCFX0417301	3/1/2025	3/1/2028	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
or Life Chain January 24, 2026

CERTIFICATE HOLDER

City of Mandeville
675 Lafitte Street
Mandeville LA 70448

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Pinwheel Walk

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group VIA LINK
Name of Authorized Representative Sherrard Crespo/Erin Sims Non-Profit/Tax-Exempt # 72-0706669
Mailing Address 5001 HWY 190 East Service Rd. Suite C-1
City Covington State LA Zip 70433
Applicant Phone # 251-752-7475 Alt. Phone # _____
E-Mail esims@vialink.org / screspo@vialink.org Application Fee Paid? X YES NO

Name of Event: 2026 Pinwheel Walk for Child Abuse Prevention
Date(s) of Event: Day 4/11/2026 Date / / Time 10:00-12:00 Rain Dates(s) NA
Event Location: Lakefront Harbor Pavilion/Gazebo

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☒ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event In honor and for awareness of Child Abuse Prevention Month Estimated Attendance 150

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting		
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

14	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

.....

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: 

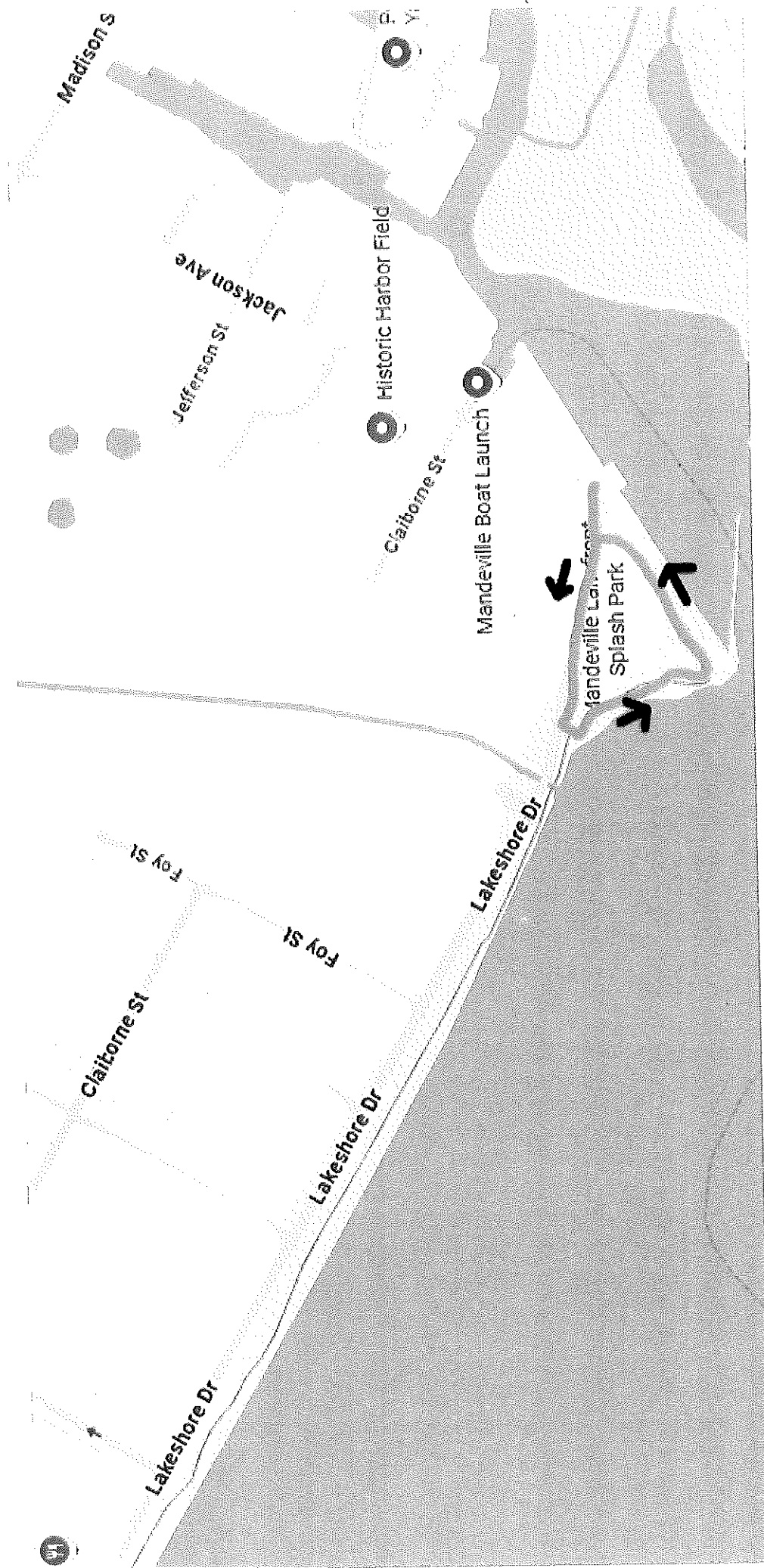
Printed Name: Erin Sims

Organization Represented: VIA LINK

Office Held _____ Date 10/14/2025

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.





SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

____ Fee received Date _____

Certificate of Insurance? YES _____ NO _____ *Needs update*

DEPARTMENTAL EXPENSES

INITIALS

Police Department _____ *Ø*

Fire District #4 _____ *Ø*

Public Works _____ *Ø*

TOTAL COSTS _____

Recommendation of Special Events Committee:

*Walking on path - NO need for MPP detail per
Capt. Whorza*

Approved:

Mayor Clay Madden

Mayor Clay Madden

12-8-25

Date

City Council Approval

Alcohol Permit:

____ Yes ____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

____ Yes ____ No Date Approved: _____

Invoice 43JFYWOWOQGJY

Total	Sent Date	Due date	Status
\$25.00*	12/8/25	12/8/25	Pending

Customer Information

Name	Erin Sims
Email	esims@vialink.org

Sale Summary

Subtotal	\$25.00
Tax	\$0.75
Tip	--
Total	\$25.75

Leonardo's



Liquor License Application

1. Liquor license to be issued to: My Foursons LLC d/b/a Leonardo's Trattoria
2. Legal name(s): Individual, Partners, or Corporation Karen Moses, Member & Manager Pizzeria.
3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☒ Low Content ☒ / Restaurant ☒
4. Business location address: 2625 Florida St. Mandeville LA 70442
Telephone (985) 773-8539

5. Mailing address: 336 Coconut Palm Dr. Madisonville, LA 70447
6. Contact Person Karen Moses Phone Number (985) 773-8539

E-Mail Address: steinhauer3010@bellrouche.net Fax Number () Web Address

7. Type of organization: ☐ Individual (Complete line A only) ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ LLP ☒ LLC ☐ Other

8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".

A. Karen Moses Member/Manager [Redacted] 100%
Name Title SSN % Owned
Resident Address City State Zip Home Phone Number

B. Name Title SSN % Owned
Resident Address City State Zip Home Phone Number

C. Name Title SSN % Owned
Resident Address City State Zip Home Phone Number

9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? Yes. If yes, list.
Leonardo's Trattoria & Pizzeria, LLC 2625 Florida St. Mandeville, LA 70442
Trade name Owner's name Address License #

10. Does applicant hold State or City of Mandeville liquor license for current year at any other location? No
If yes: Name Location:

11. Has applicant applied for state liquor license? Will file after apply locally

12. Has the applicant ever been denied a state or local liquor license? No

13. Is premise located in an area where the sale of liquor is prohibited by local or state laws? No

14. Is applicant the owner of the premises to be occupied? No
If no, does applicant hold a bona fide written lease? (Supply copy of lease with application.) Effective Jan 1

15. If premises leased, give name and address of lesser. Magnolia Plaza-Mandeville, LLC.

16. Describe the part of the building to be occupied by business: Shopy Center Unit.

17. Open date for this location January 1, 2026

18. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
restaurant

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department. Visit <http://www.stpsa.com/how-do-i/sales-tax/> for forms and to register online.

I affirm that the information given on this application is true and correct.

Signature of Applicant Karen Moses Title: member/manager

Signature of Preparer Date

Mandeville, LA Occupational License License Application
Schedule A
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Phone 800-556-7274



**Schedule "A" To Accompany Liquor License Application
Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business My Bursons LLC d/b/a Leonardo's Tra Heriad Przerica
2. What is your name? Karen Moses
3. Residence address? [REDACTED]
4. Date of Birth [REDACTED] Place of Birth [REDACTED] State [REDACTED] Zip [REDACTED]
5. Sex [REDACTED] Race [REDACTED] Driver License# [REDACTED] State [REDACTED]
6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? Yes
7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? Yes
8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? No
9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? No
10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? No
11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? No
12. If married is husband or wife eligible for license? Not part of business
13. Have you or your spouse any interest in an establishment holding a current liquor license? No
If so, list the following:

Trade Name	Address	Kind of Business	License #	% Owned
14. Have you ever used any other name than the one given herein? <u>Lec/Steinhawer/Pickens</u>				

Name	Placed Used	Date
------	-------------	------

AFFIDAVIT

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 26:279; and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this 26th day of November, 2025.

[Signature]
Notary Public

[Signature]
Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenusights.com.

JAMES LEE BREAU
NOTARY PUBLIC
State of Louisiana, Bar Roll #26817
My Commission is for life.

Gather

826213



1. Liquor license to be issued to: GATHER

2. Legal name(s): Individual, Partners, or Corporation GATHER 301 LLC

3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☒ Low Content ☒ / Restaurant ☒

4. Business location address: 301 LAFTIE ST MANDEVILLE LA 70448
Address City State Zip

Telephone (985) 272 6781

5. Mailing address 301 LAFTIE ST MANDEVILLE LA 70448
Address City State Zip

6. Contact Person JACK "JAY" GALLE, JR Phone Number (337) 356 8770

E-Mail Address GATHER301@PRONTONMAIL.COM Fax Number () Web Address GATHER301.COM

7. Type of organization: ☒ Individual (Complete line A only) ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ LLP ☐ LLC ☐ Other

8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".

A. JACK GALLE JR OWNER 49
Name Title SSN % Owned
Resident Address City State Zip Home Phone Number

B. DIANA CHAWIN GALLE OWNER 51
Name Title SSN % Owned
Resident Address City State Zip Home Phone Number

C. _____
Name Title SSN % Owned
Resident Address City State Zip Home Phone Number

Trade name	Owner's name	Address	License #
------------	--------------	---------	-----------

NO If yes: Name _____ Location: _____

12. Has the applicant ever been denied a state or local liquor license? NO

13. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO

14. Is applicant the owner of the premises to be occupied? YES
If no, does applicant hold a bona fide written lease? YES (Supply copy of lease with application.)

15. If premises leased, give name and address of lesser. REES CO. LLC, 2900 E. CAUSEWAY APPROACH #D
16. Describe the part of the building to be occupied by business: ALL MANDEVILLE, LA 70448

16. Describe the part of the building to be occupied by business: ALL

17. Open date for this location DEC, 15, 2025

18. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
COUNTER SERVICE RESTAURANT; BR W/ BEER, WINE + CRAFT COCKTAILS

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department. Visit <http://www.stpsd.com/how-do-i/sales-tax/> for forms and to register online.

I affirm that the information given on this application is true and correct.

Signature of Applicant [Signature] Title: 14X/NOV 2025

Signature of Preparer _____ Date _____

Mandeville, LA Occupational License License Application
Schedule A
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Phone 800-556-7274



A V E N U
INSIGHTS & ANALYTICS

**Schedule "A" To Accompany Liquor License Application
Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business GATHER
 2. What is your name? JACK GALLE, JR
 3. Residence address? [REDACTED] State [REDACTED] Zip [REDACTED]
 4. Date of Birth [REDACTED] Place of Birth [REDACTED]
 5. Sex [REDACTED] Race [REDACTED] Driver License# [REDACTED] State [REDACTED]
 6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? yes
 7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? YES
 8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? NO
 9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? NO
 10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? NO
 11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? NO
 12. If married is husband or wife eligible for license? YES
 13. Have you or your spouse any interest in an establishment holding a current liquor license? NO
If so, list the following:
- | Trade Name | Address | Kind of Business | License # | %Owned |
|--------------------|-------------------|------------------|-------------------|------------|
| <u>301 LAFITIE</u> | <u>[REDACTED]</u> | <u>REST</u> | <u>[REDACTED]</u> | <u>100</u> |
14. Have you ever used any other name than the one given herein? NO

Name	Placed Used	Date
------	-------------	------

AFFIDAVIT

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 26:279; and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this 14 day of NOV, 20 25.

[Signature]
Notary Public

[Signature]
Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by Avenue due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenue is not responsible for any additional bank fees that may accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenueinsights.com.

PAUL D. REES
NOTARY PUBLIC
STATE OF LOUISIANA
LA. BAR # 19266
MY COMMISSION IS ISSUED FOR LIFE

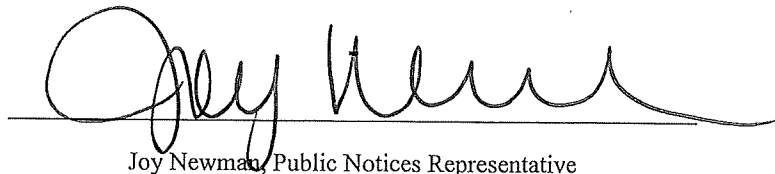
ST. TAMMANY FARMER

STATE OF LOUISIANA PARISH OF ST. TAMMANY

PROOF OF PUBLICATION

The hereto attached notice was published in ST.
TAMMANY FARMER, a weekly newspaper of general
circulation within the Parish of St. Tammany, in the
following issues:

11/27/2025, 12/3/2025



Joy Newman, Public Notices Representative

Sworn and subscribed before me, by the person whose signature
appears above

3 Dec 2025

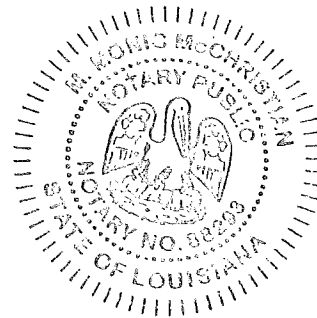


M. Monic McChristian,

Notary Public ID#88293

State of Louisiana

My Commission Expires: Indefinite



PUBLIC NOTICE

Gather 301 LLC,
d/b/a, Gather, is ap-
plying to the Office
of Alcohol and To-
bacco

Control of the State
of Louisiana for a
permit to sell bever-
ages of high and low
alcohol

content at retail in
the Parish of Saint
Tammany at the fol-
lowing address: 301
Lafitte Street, Man-
deville, LA, 70448.
Gather 301 LLC

Gather
Members: Diana
Chauvin Galle, Jack
Galle, Jr
167342no27de3-2t
\$208.76

Causeway Market

Mandeville LA Occupational Chain Store License Renewal
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Phone 800-556-7274



#825017
A AVENUE
JEWELRY & ANALYTICS

Liquor License Application

1. Liquor license to be issued to: Causeway Market
2. Legal name(s): Individual, Partners, or Corporation Abudean LLC
3. Apply for: Class "A" ☐ Class "B" ☒ / High Content ☒ Low Content ☒ / Restaurant ☐
4. Business location address: 2595 Florida St. Mandeville LA 70448
Telephone (985) 778-0820 City State Zip
5. Mailing address 2595 Florida St. Mandeville LA 70448
Address City State Zip
6. Contact Person Adeeb Muthana Phone Number (209) 277-1455
E-Mail Address: CausewayMarket190@gmail.com Fax Number () Web Address
7. Type of organization: ☐ Individual (Complete line A only) ☐ Partnership ☐ Corporation ☐ Non-Profit ☒ LLP ☒ LLC ☐ Other
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".
- A. Adeeb Yahya Muthana Member [Redacted] 100
Name Title City State Zip % Owned
Resident Address City State Zip Home Phone Number
- B. _____
Name Title SSN % Owned
Resident Address City State Zip Home Phone Number
- C. _____
Name Title SSN % Owned
Resident Address City State Zip Home Phone Number
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? ☐ If yes, list.
Diaz Northshore LLC Mauricio Diaz 820 Elise Ave. Metairie, LA 1120010287
Trade name Owner's name Address City State Zip License #
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
☐ If yes: Name Bayer Gas Location: 2060 Old Spanish Trail, Slidell, LA. 70458
11. Has applicant applied for state liquor license? in process
12. Has the applicant ever been denied a state or local liquor license? No
13. Is premise located in an area where the sale of liquor is prohibited by local or state laws? No
14. Is applicant the owner of the premises to be occupied? No
If no, does applicant hold a bona fide written lease? Yes (Supply copy of lease with application.)
15. If premises leased, give name and address of lesser. Diaz Northshore L.L.C. 820 Elise Ave. Metairie, LA
16. Describe the part of the building to be occupied by business: 100% of Building 70003
17. Open date for this location 11/01/2025
18. Describe in detail your business, i.e.: Type of sales, activity, or service you perform:
Gas, Grocery, Snacks, Tobacco, Vapor products, beer, wine, liquor

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department. Visit <http://www.stpsd.com/how-do-i/sales-tax/> for forms and to register online.

I affirm that the information given on this application is true and correct.

Signature of Applicant [Signature] Title: Member
Signature of Preparer [Signature] Date _____

Mandeville, LA Occupational License License Application
Schedule A
c/o RDS
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Phone 800-556-7274

RDS
revenue discovery systems



**Schedule "A" To Accompany Liquor License Application
Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business Causeway Market
 2. What is your name? Adeeb Vanya Muthana
 3. Residence address? [REDACTED]
 4. Date of Birth [REDACTED] Place of Birth [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]
 5. Sex [REDACTED] Race [REDACTED] Driver License# [REDACTED] State [REDACTED]
 6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? Yes
 7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? No
 8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? No
 9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? No
 10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? No
 11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? No
 12. If married is husband or wife eligible for license? Yes
 13. Have you or your spouse any interest in an establishment holding a current liquor license?
If so, list the following:

Trade Name	Address	Kind of Business	License #	%Owned
<u>Bayou Gas</u>	<u>2060 Old Spanish Trail</u>	<u>Gas Station</u>	<u>52-34516</u>	<u>100</u>
 14. Have you ever used any other name than the one given herein? No
- Name _____ Placed Used _____ Date _____

AFFIDAVIT

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 26:279; and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this

day of November, 2025

Notary Public

Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item from RDS due to insufficient funds will be electronically represented to the presenter's bank no more than two times in an effort to obtain payment. RDS is not responsible for any additional bank fees or charges due to the resubmission of the returned item. Please see the full returned check policy at www.rvds.com/taxpayer/return-check-disclaimer.



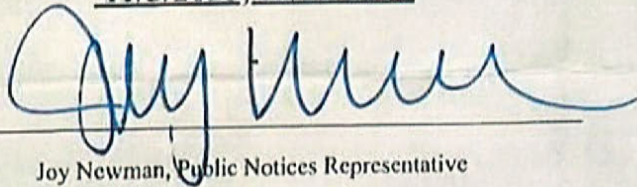
ST. TAMMANY FARMER

STATE OF LOUISIANA PARISH OF ST. TAMMANY

PROOF OF PUBLICATION

The hereto attached notice was published in ST.
TAMMANY FARMER, a weekly newspaper of general
circulation within the Parish of St. Tammany, in the
following issues:

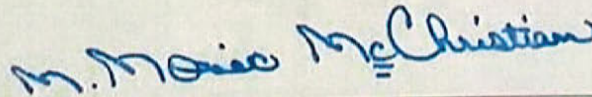
11/5/2025, 11/12/2025



Joy Newman, Public Notices Representative

Sworn and subscribed before me, by the person whose signature
appears above

12 Nov 2025



M. Monic McChristian,

Notary Public ID#88293

State of Louisiana

My Commission Expires: Indefinite



Ad No: 164928

PUBLIC NOTICE

Abudean Ilc. d/b/a
Causeway Market,
is applying to the
Office of Alcohol
and Tobacco Con-
trol of the State of
Louisiana for a per-
mit to sell beverages
of high and low al-
cohol content at re-
tail in the Parish of
St. Tammany, at the
following address:
2595 Florida St.
Mandeville LA.
70448, Adeeb
Muthana, (Member)
164928NOV5-12-
21
\$186.92

Mastra Indian Cuisine



Liquor License Application

1. Liquor license to be issued to: JK02 ENTERPRISES CORP
2. Legal name(s): Individual, Partners, or Corporation JK02 ENTERPRISES CORP
3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☒ Low Content ☐ / Restaurant ☒
4. Business location address: 4250 LA-22 STE 1 MANDEVILLE LA 70471
Telephone (504) 766-8004
5. Mailing address: 3504 CONNECTICUT AVE KENNER LA 70065
6. Contact Person JAE R HILIC CASTILLO Phone Number (225) 397-8681
E-Mail Address: _____ Fax Number () _____ Web Address _____

7. Type of organization: ☐ Individual (Complete line A only) ☒ Partnership ☒ Corporation ☐ Non-Profit ☐ LLP ☐ LLC ☐ Other
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".

Name	Title	SSN	% Owned
A. <u>JAE R HILIC CASTILLO</u>	<u>PRESIDENT</u>	<u>[REDACTED]</u>	<u>51%</u>
<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
B. <u>BANSI LAL</u>	<u>VICE PRESIDENT</u>	<u>474-77-0679</u>	<u>49%</u>
<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
C. _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? NO If yes, list.

Trade name	Owner's name	Address	License #
------------	--------------	---------	-----------

10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
NO If yes: Name _____ Location: _____
11. Has applicant applied for state liquor license? YES
12. Has the applicant ever been denied a state or local liquor license? NO
13. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO
14. Is applicant the owner of the premises to be occupied? NO
If no, does applicant hold a bona fide written lease? YES (Supply copy of lease with application.)
15. If premises leased, give name and address of lesser. J.B LEVERT LAND COMP LLC 3540 S. 110 Service Road West, STE 250 Metairie, LA
16. Describe the part of the building to be occupied by business: Ground floor restaurant space including dining area, kitchen, and bar
17. Open date for this location 12/20/2025

18. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Mantra Indian Cuisine is a fullservice restaurant offering authentic Indian food for dinein and takeout. Alcohol service includes beer, wine, and spirits sold for onpremise consumption with meals.

An original approved **Sales Tax Clearance Certificate** must be attached to the application, requested from the St. Tammany Parish Sales Tax Department. Visit <http://www.stpsso.com/how-do-i/sales-tax/> for forms and to register online.

I affirm that the information given on this application is true and correct.

Signature of Applicant Jae R Hilic Castillo Title: member
Signature of Preparer _____ Date _____

Mandeville, LA Occupational License License Application
Schedule A
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Phone 800-556-7274



**Schedule "A" To Accompany Liquor License Application
Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business JK02 ENTERPRISES CORP.
2. What is your name? JAEL R HILIC CASTILLO
3. Residence address? [REDACTED]
4. Date of Birth [REDACTED] Place of Birth [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]
5. Sex [REDACTED] Race [REDACTED] Driver License# [REDACTED] State [REDACTED]
6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? YES
7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? YES
8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? NO
9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? NO
10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? NO
11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? NO
12. If married is husband or wife eligible for license? YES
13. Have you or your spouse any interest in an establishment holding a current liquor license? NO
If so, list the following:

Trade Name	Address	Kind of Business	License #
------------	---------	------------------	-----------

14. Have you ever used any other name than the one given herein? <u>Since 19 years</u>	<u>Louisiana</u>		
JAEL R KIMBALL, JAEL R RUNNELS			
Name	Placed Used		

AFFIDAVIT

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 28:279, and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this 09 day of December, 2025.

Brian J Rhinehart 135852 10
Notary Public Brian J Rhinehart

[Signature]
Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by Avenue due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenue is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenueinsights.com.



**Schedule "A" To Accompany Liquor License Application
Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business JK02 ENTERPRISES
2. What is your name? BANSI LAL
3. Residence address? [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Resident Address City State Zip
4. Date of Birth [REDACTED] Place of Birth [REDACTED]
5. Sex [REDACTED] Race [REDACTED] Driver License# [REDACTED] State [REDACTED]
6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? YES
7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? YES
8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? NO
9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? NO
10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? NO
11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? NO
12. If married is husband or wife eligible for license? YES
13. Have you or your spouse any interest in an establishment holding a current liquor license? NO
If so, list the following:

Trade Name	Address	Kind of Business	License #	%Owned
------------	---------	------------------	-----------	--------

14. Have you ever used any other name than the one given herein? _____

Name	Placed Used	Date
------	-------------	------

AFFIDAVIT

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 26:279; and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this 09 day of December, 20 25

[Signature]
Notary Public BRIAN J RHINEHART 135856

[Signature]
Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenusolutions.com.



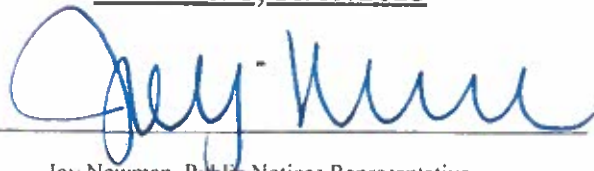
ST. TAMMANY FARMER

STATE OF LOUISIANA PARISH OF ST. TAMMANY

PROOF OF PUBLICATION

The hereto attached notice was published in ST.
TAMMANY FARMER, a weekly newspaper of general
circulation within the Parish of St. Tammany, in the
following issues:

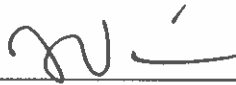
11/12/2025, 11/19/2025



Joy Newman, Public Notices Representative

Sworn and subscribed before me, by the person whose signature
appears above

19 Nov 2025



Tiffany Victorian,

Notary Public ID#182846

State of Louisiana

My Commission Expires: Indefinite



TIFFANY VICTORIAN
Notary Public
Notary ID No. 182846
West Baton Rouge Parish, Louisiana

Ad No: 165630

Jael Hilic
Jael Hilic
3504 Connecticut Ave
KENNER, LA 70065

PUBLIC NOTICE

Notice is hereby given that JK02 ENTERPRISES CORP. doing business as MANTRA INDIAN CUISINE, located at 4250 I.A.-22 STE 1, Mandeville, LA 70471, has applied for a business license and retail food establishment permit to operate a full-service restaurant at the above location. The business intends to offer dine-in service, including the preparation and sale of Indian cuisine, beverages, and desserts. The applicant also seeks approval for the sale of alcoholic beverages for on-premises consumption. Any objections or comments regarding this application should be submitted in writing to the appropriate licensing authority within ten (10) days of this notice.

Jael Roxanna Hilic
Castillo, Authorized
Representative
165630NOV12-19-
2T
S347.28

Lakefront Wetlands

SECTION 00625
Certificate of Substantial Completion

Project: Mandeville Lakefront Wetlands Restoration

Owner: City of Mandeville

Owner's Contract No.: 100.21.001

Contractor: Onshore Materials, LLC

Engineer's Project No.: NS.16275.000

This [tentative] ~~[definitive]~~ Certificate of Substantial Completion applies to:

X All Work under the Contract Documents: ☐ The following specified portions of the Work:

12/01/2025

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A [tentative] ~~[definitive]~~ list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

☐ Amended Responsibilities

X Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

Mandeville Lakefront Wetlands Restoration Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

 
Executed by Engineer Date

Accepted by Contractor Date

Accepted by Owner Date

Mandeville Lakefront Wetlands Restoration Punch List

<u>Item</u>	<u>Value</u>
Smooth marsh fill platform adjacent to berm where rutted	\$ 1,000.00
Remove Turbidity Fence	\$ 3,000.00
Trim exposed & loose fabric	\$ 1,000.00
Pick up debris/non-natural items on marsh areas	\$ 200.00
Replace broken concrete protection around Sunset Point	\$ 3,000.00
Remove Mats from Laydown area and other construction debris	\$ 500.00
Remove stone material from laydown area	\$ 1,500.00
Reinstall Fence portion removed	\$ 1,500.00
Remove orange fencing and tree protection	\$ 100.00
Remove equipment, fuel tank, & portable toilet from laydown area	\$ 500.00
Seed laydown area	\$ 200.00
Provide Final As-Built Surveys & Quantities	\$ 2,500.00
Total	\$ 15,000.00

2025 R&D

SECTION 00625
Certificate of Substantial Completion

Project: 2025 Roadway & Drainage Maintenance Contract

Owner: City of Mandeville

Owner's Contract No.:
700.23.001/700.22.003

Contractor: Creek Construction, LLC

Engineer's Project No.: 576-2003.01

This definitive Certificate of Substantial Completion applies to:

☐ All Work under the Contract Documents: ☒ The following specified portions of the Work:

Task Order 2

December 11, 2025

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

☐ Amended Responsibilities ☒ Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Executed by Engineer

Date

Accepted by Contractor

Date

Accepted by Owner

Date

Punch List:

All work under this task order has been completed. There are no identified Punch List items.



DIGITAL ENGINEERING & IMAGING, INC.

Not Started Complete
In Progress On Hold

Construction Status - Task Order #2, 2025 Roadway Maintenance - Creek Construction						Last Updated 12/4/2025 by LMM
Item #	Priority	Council District	Location	Work Required	Status	Comments
1	2	2	Old Golden Shores Drainage - Package B	Drainage	C	Sandra Lee area - installing culverts and catch basins; site restorations



DIGITAL ENGINEERING & IMAGING, INC.

December 5, 2025

City of Mandeville
3101 East Causeway Approach
Mandeville, LA 70448
Attn: City Council Members

Re: 2025 Roadway & Drainage Maintenance Contract
City Project No. 700.22.003
Task Order No. 2 – Substantial Completion

Mr. Lagrange,

Digital Engineering has verified contract work has been completed and recommends substantial completion for Task Order 2 of the 2025 Roadway & Drainage Maintenance Contract.

Thank you for your time and attention. If you have any questions or concerns, please do not hesitate to call.

Sincerely,

DIGITAL ENGINEERING AND IMAGING, INC.

A handwritten signature in blue ink, appearing to read 'L Medina', is written over a faint, light blue circular background.

Laura Medina

Enclosure: Creek Construction, LLC
Task Order No. 2 Certificate of Substantial Completion

2024 S&W

SECTION 00650
CHANGE ORDER

No. 2

Date of Issuance: 12/01/2025

Effective Date: 12/01/2025

Owner: City of Mandeville	Owner's Contract No.: 211.21003/212.21.003
Contract: 2024 Sewer & Water Maintenance Contract	Date of Contract: 11/06/2024
Contractor: Subterranean Construction, LLC	Engineer's Project No.: 576-2003.02

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Change Order No. 2 is to add the below indicated new pay items X-001 & X-002 for additional scope items not included in the original contract.

- X-001 15" Gravity Sewer (depth greater than 10 feet) @ \$10,990.00 per EACH
- X-002 Additional Point Repair for Existing Sewer Main – 15" Diameter (depth greater than 10 feet) @ \$370 per LF

The new pay items added are for City authorized work to repair a gravity main in the 1700 block of Claiborne. There will be no change in maximum overall contract amount or contract time associated with this Change Order.

Attachments (list documents supporting change)

Work change directive no. 1 with pay item cost details X-001 & X-002

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Aggregate Limit: <u>\$4,000,000.00</u>	Original Contract Times: 3 calendar years (1-year w/ two (2) - 1 year renewal options) Original Contract Expiration: 01/06/2026
Increase from previously approved Change Orders: <u>\$0.00</u>	Increase from previously approved Change Orders: N/A
Contract Price prior to this Change Order: <u>\$4,000,000.00</u>	Contract Times prior to this Change Order: 3 calendar years
Increase of this Change Order: <u>\$0.00</u>	Increase of this Change Order: N/A
Contract Price incorporating this Change Order: <u>\$4,000,000.00</u>	Contract Times with all approved Change Orders: 3 calendar years

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____
Approved by Funding Agency (if applicable): _____		Date: _____

WORK CHANGE DIRECTIVE NO.: 1

Owner: City of Mandeville, LA Owner's Project No.: 211.21.003 / 212.21.003
Engineer: Digital Engineering & Imaging, Inc. Engineer's Project No.: B5762003.020
Contractor: Subterranean Construction, LLC Contractor's Project No.: N/A
Project: 2024 Sewer & Water Maintenance
Contract Name:
Date Issued: 12/1/2025 Effective Date of Work Change Directive: 12/1/2025

Contractor is directed to proceed promptly with the below noted change(s) and/or is authorized to perform work or install materials as indicated herein:

Description:

- A. Addition of a pay item for a 15" gravity sewer main point repair, greater than 10' in depth, in 1770 block of Claiborne Street. 10 LF of 15" gravity sewer main was repaired.

Attachments:

- A. Contractor Proposal (estimate) – Subterranean item sheet cost breakdown details (attached)

Purpose for the Work Change Directive:

- A. Add the below new contract pay items:
- X-001 15" Gravity Sewer (depth greater than 10 feet) @ \$10,990.00 per EACH
 - X-002 Additional Point Repair for Existing Sewer Main – 15" Diameter (depth greater than 10 feet) @ \$370 per LF

Based on review of the submitted pricing data and other similar pay item unit prices for this project, in addition to other area work of this nature, the unit pricing proposed by the contractor for this work is deemed cost reasonable, given the necessary materials, labor, and equipment resources needed to perform the work as requested by the City.

Directive to proceed was authorized by City Public Works for the Work described herein, based on the rough order of cost magnitude to change in Contract Price and Contract Time, issued due to:

Check one or both of the following:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$ N/A (included in overall max. contract value) ~~[increase]~~ ~~[decrease]~~ ~~[not yet estimated]~~.

Contract Time: 0 days ~~[increase]~~ ~~[decrease]~~ ~~[not yet estimated]~~.

Basis of estimated change in Contract Price:

☐ Lump Sum ☒ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Buster Lyons, P.E. Buster Lyons...

Title: Project Manager

Date: 12/1/2025

Cliff Sund af
Eng Asst
12/1/2025

ITEM SHEET COSTS DETAIL

PROJECT: 4244 - 2024 WATER & SEWER MAINTENANCE CONTRACT

All Units Are Based On Takeoff Quantity									
Primary Item:									
Item No. / Description	Bid Qty	Quantity U/M	Units/ Day	Days Rq.	Hrs/ Day	Man Hrs	MH/ Unit	Unit Cost	Total Cost
166E 15" Sewer Point Repair 12-14 Deep	1.000	1.000 ea	1.00	1.000	8.00	60.000	60.000	7,818.073	7,818.073
Item		Equipment		Labor		Material		Other	
LAB001 Foreman				450.72					
LAB002 Pipe Layer				249.68					
LAB003 Skilled Laborer				224.28					
LAB004 General Laborer				389.76					
OPR001 Class A Operator				349.12					
OPR002 Class B Operator				304.48					
SUP001 Superintendent				266.00					
EQUIP002 Medium Backhoe		382.00							
EQUIP010 John Deere 310K with Hoe Ram Attacmer		292.00							
EQUIP008 Pick Up Truck		80.00							
EQUIP009 Small Tools		96.00							
TB002 Sheeting Guide with 32 pcs. 16 ft steel sh								960.00	
TRIAXLEHR Tri Axle By the Hour									900.00
AGGLS57 # 57 limestone						435.00			
AGG610LS 6/10 Crushed Limestone for Roadway Base						392.00			
SDR2615 15" SDR26 Sewer Pipe						550.37			
FERNCO15 15" Shielded Fernco Clay x PVC						456.67			
SAND01 Pump Sand from Woods Materials Hauler						1,040.00			
Total Costs in Item: 166E			850.00	2,234.04	2,874.03	0.00	960.00	900.00	
Totals for Primary Item: 166E			850.00	2,234.04	2,874.03	0.00	960.00	900.00	
				Days Rq.	Man Hrs			Total Cost	
Total for Primary Item 166E				1.000	60.000			7,818.073	

Bid Data for Item: 166E						
	Quantity	Bid Unit	Bid Amount	Total Cost	Prof & Ovhd	Windfall
Bid Qty:	1.00	10,990.00	10,990.00	7,818.07	3,171.93	
Take-off Qty:	1.00	10,935.80	10,990.00	7,818.07	3,171.93	0.00

ITEM SHEET COSTS DETAIL

PROJECT: 4244 - 2024 WATER & SEWER MAINTENANCE CONTRACT

All Units Are Based On Takeoff Quantity

Primary Item:

Item No. / Description	Bid Qty	Quantity U/M	Units/ Day	Days Rq.	Hrs/ Day	Man Hrs	MH/ Unit	Unit Cost	Total Cost
X-002 Additional Point Repair of Existing Sewer Main 15" (1 If	10.000	10.000	20.00	0.500	8.00	21.600	2.160	260.211	2,602.108

Item	Equipment	Labor	Material	Other	Rental	Subcontract
LAB001 Foreman		225.36				
LAB002 Pipe Layer		124.84				
LAB003 Skilled Laborer		112.14				
LAB004 General Laborer		97.44				
OPR001 Class A Operator		174.56				
SUP001 Superintendent		106.40				
EQUIP003 Small Bakhoe	127.00					
EQUIP005 Puddle Jumper	99.00					
EQUIP008 Pick Up Truck	40.00					
EQUIP009 Small Tools	48.00					
TRIAXLDT Tri Axle Dump Truck	290.00					
AGGLS57 # 57 limestone			87.00			
AGG00013 Sand			280.00			
SDR2615 15" SDR26 Sewer Pipe			550.37			
TB002 Sheeting Guide with 32 pcs. 16 ft steel sh					240.00	
Total Costs in Item: X-002	604.00	840.74	917.37	0.00	240.00	0.00

Totals for Primary Item: X-002	604.00	840.74	917.37	0.00	240.00	0.00
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	Days Rq.	Man Hrs	Total Cost
Total for Primary Item X-002	0.500	21.600	2,602.108

Bid Data for Item: X-002						
	Quantity	Bid Unit	Bid Amount	Total Cost	Prof & Ovhd	Windfall
Bid Qty:	10.00	370.00	3,700.00	2,602.11	1,097.89	
Take-off Qty:	10.00	367.99	3,700.00	2,602.11	1,097.89	0.00

Res 25-60

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

RESOLUTION NO. 25-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.3 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MANDEVILLE AND VOLKERT, INC. FOR THE TCHEFUNCTE MARSH SHORELINE PROTECTION AND MARSH CREATION PROJECT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, on December 13, 2021, the City of Mandeville and Volkert, Inc. entered into a professional services agreement for professional engineering services for design and permitting for the Tchefuncte Marsh Shoreline Protection and Marsh Creation project located between the Tchefuncte Ricer and Lewisburg, LA to provide shoreline protection and restore an eroding marsh;

WHEREAS, on November 21, 2024, the city of Mandeville executed Amendment #2 to the professional agreement with Volkert, LLC. to extend the Consultant's agreement for an additional year to expire on December 13, 2025; and

WHEREAS, the City of Mandeville wishes to extend the Consultant's Agreement for an additional year from the contract expiration date to December 13, 2026 as the design services are currently on hold pending identification of potential grant opportunities; and

WHEREAS, no additional design services are added to the Scope of Work, no fees are added to the Consultant's compensation for services, and there was no change to the total maximum aggregate amount payable by the City for the services performed under this Agreement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute Amendment No. 3 of the Professional Services Agreement with Volkert, LLC, extending the expiration to December 13, 2026.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this ____ day of December 2025.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

**AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MANDEVILLE
AND VOLKERT, INC.**

**Project No. 100.21.006
TCHEFUNCTE MARSH SHORELINE PROTECTION
AND MARSH CREATION**

THIS THIRD AMENDMENT (the "**Amendment**") is entered into by and between the City of Mandeville, represented by Clay Madden, Mayor (the "**City**"), and Volkert, Inc., represented by Janet Evans, Vice President (the "**Consultant**"). The City and the Consultant are sometimes referred to as the "**Parties**". This Amendment is effective as of the date of execution by the City (the "**Effective Date**").

RECITALS

WHEREAS, the City and the Consultant are parties to a professional services agreement dated on December 13, 2021 (the "**Agreement**") to provide professional engineering design and permitting services for the Tchefuncte Marsh Shoreline and Marsh Creation project located between the Tchefuncte River and Lewisburg, LA;

WHEREAS, the Agreement has a duration of two (2) years from the Effective Date of December 13, 2021; and

WHEREAS, Amendment No. 1 with an execution date of November 27, 2023 amended the Consultants original contract expiration date (12/13/2023) one (1) additional year to December 13, 2024, and

WHEREAS, Amendment No. 2 with an execution date of December 10, 2024 amended the Consultants contract expiration date (12/13/2024) one (1) additional year to December 13, 2025, and

WHEREAS, the City and the Consultant now desire to further amend the Agreement to add an additional year for the Consultant to continue services of the Agreement for the Tchefuncte Marsh Shoreline Protection and Marsh Creation project (the "**Project**");

NOW THEREFORE, the City and the Consultant amend the Agreement as follows:

A. SERVICES: The following design services are added to the Consultant Scope of Work for the **Tchefuncte Marsh Shoreline and Marsh Creation Project**:

1. None.

B. COMPENSATION:

1. **Fees Added for Tchefuncte Marsh Shoreline and Marsh Creation**

Project. No fees are added to the Consultant's compensation for the services in the Agreement.

2. **Maximum Amount.** The total maximum aggregate amount payable by the City for all services performed under this Agreement did not change for a not to exceed amount of **\$443,665.00**. The City's obligation to compensate the Consultant will not exceed the maximum aggregate amount payable at any time absent a validly executed amendment.

C. CONTRACT TIME AND SCHEDULE:

1. Contract duration shall be extended for one (1) additional year from the end of the original contract date (12/13/2025) to a new date of 12/13/2026.

D. CONVICTED FELON STATEMENT: The Consultant swears that no Consultant principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

E. NON-SOLICITATION STATEMENT: The Consultant swears that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Amendment. The Consultant has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Amendment.

F. PRIOR TERMS BINDING: Except as otherwise provided by this Amendment, the terms and conditions of the Agreement, as amended, remain in full force and effect.

G. ELECTRONIC SIGNATURE AND DELIVERY: The Parties agree that a manually signed copy of this Amendment and any other document(s) attached to this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

IN WITNESS WHEREOF, the City and the Consultant, through their duly authorized representatives, execute this Amendment.

CITY OF MANDEVILLE

BY: _____
CLAY MADDEN, MAYOR

Executed on this _____ day of _____, 2025.

VOLKERT, INC.

BY: _____
JANET EVANS, VICE-PRESIDENT
CORPORATE TAX I.D. 63-0247014

Res 25-61

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER _____ AND MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____; SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 25-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE ACCEPTING THE RECOMMENDATION OF THE EVALUATION COMMITTEE FOR THE 2025 COMPREHENSIVE LAND USE REGULATION ORDINANCE (CLURO) REVISION SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH THE HIGHEST-RANKED PROPOSER, DESIRE LINE LLC, AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of Mandeville solicited proposals for the 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision through a formal Request for Proposals (RFP No. 435.26.005) in accordance with City purchasing policies and applicable state laws; and

WHEREAS, proposals were received and reviewed by a designated Evaluation Committee, which evaluated each submission based on the criteria published in the RFP—including firm experience, staff qualifications, approach, local knowledge, and cost—to determine which proposal represented the best value to the City; and

WHEREAS, the Evaluation Committee has completed its evaluation and scoring, and has recommended that the contract be awarded to the highest-ranked proposer, **Desire Line LLC**; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mandeville, in regular session assembled, that it does hereby accept the recommendation of the Evaluation Committee to award the contract for the 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision to **Desire Line LLC**.

BE IT FURTHER RESOLVED that the City Council of the City of Mandeville hereby authorizes Mayor Clay Madden to execute a Professional Services Agreement and all necessary related documents between the City of Mandeville and **Desire Line LLC**, based on the terms, conditions, and pricing set forth in their proposal dated **October 22, 2025**, in a total amount not to exceed **\$250,000.00**.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this _____ day of _____, 2025.

Alicia Watts
Council Clerk

Jason Zuckerman
Council Chairman

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN

CITY OF MANDEVILLE AND

DESIRE LINE, LLC

This Professional Services Agreement (“Agreement”) is made and entered into by and between the **City of Mandeville** (“City”), a political subdivision of the State of Louisiana, represented Mayor Clay Madden, and **Desire Line, LLC** (“Consultant”), a Louisiana limited liability company, represented herein by Alexandra Carter, President and CEO. This Agreement is effective as of the date of execution by the City (“Effective Date”).

RECITALS

WHEREAS, the City desires to engage Contractor to revise the City’s land use regulations codified in the City’s Comprehensive Land Use Regulation Ordinance (“CLURO”); specifically to provide revisions that address contemporary land use practices, clarify regulations for administrators and the public, and resolve outdated or ambiguous provisions; and,

WHEREAS, the Contractor has agreed to provide specified services in the manner herein agreed to and for the price herein specified; and,

NOW THEREFORE, for and in the consideration recited herein and under the conditions set forth, the parties hereto agree as follows:

ARTICLE 1. SCOPE OF SERVICES

Consultant shall perform professional planning and consulting services to update the City’s Comprehensive Land Use Regulation Ordinance (CLURO), as more fully described in:

- 1) **Exhibit A** — City’s Request for Proposals, including all addenda.
- 2) **Exhibit B** — Consultant’s Proposal, dated October 22, 2025.

In the event of conflict, Exhibit A (the RFP) shall control.

ARTICLE 2. TERM

The initial term of this Agreement shall be **three (3) years** from the effective date.

The City may, at its sole option, renew this Agreement for up to two (2) additional one-year terms, not to exceed a total duration of five (5) years. Renewals are intended for on-call updates, implementation support, or statutory adjustments following adoption and shall be subject to negotiation of a mutually agreeable scope and fee.

ARTICLE 3. COMPENSATION

Consultant shall be compensated in accordance with the **Rate Schedule / Cost Narrative** (Attachment H), subject to a **not-to-exceed amount** established through negotiation and approved by the City Council.

Consultant shall submit monthly invoices with itemized detail of services rendered, personnel hours, and allowable reimbursables. Payment shall be made within thirty (30) days of approval by the City.

ARTICLE 4. INSURANCE

Consultant shall maintain insurance coverage as specified in the **Professional Services Insurance Requirements**, incorporated by reference as **Exhibit C**. Proof of coverage must be provided prior to execution and maintained throughout the Agreement term.

The Consultant shall provide a Waiver of Subrogation in favor of the City on Commercial General Liability, Auto, and Workers' Compensation policies.

ARTICLE 5. INDEPENDENT CONTRACTOR

Consultant acknowledges it is an independent contractor and not an employee, agent, or servant of the City. Consultant and its employees are not entitled to City benefits, workers' compensation coverage, or unemployment insurance.

ARTICLE 6. INDEMNIFICATION

Consultant shall indemnify, defend and hold harmless the City against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money to any party accruing against the City growing out of, resulting from, or by reason of any act or omission of Consultant, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such indemnification shall include City's fees and costs of litigation, including but not limited to reasonable attorney's fees.

ARTICLE 7. RECORDS & AUDIT

Consultant shall maintain complete and accurate records related to services under this Agreement for at least **three (3) years** following final payment. Such records shall be made available to the City and the Louisiana Legislative Auditor upon request.

ARTICLE 8. COMPLIANCE WITH LAWS & ETHICS

Consultant shall comply with all applicable federal, state, and local laws, including the **Louisiana Code of Governmental Ethics (R.S. 42:1101 et seq.)**. Consultant is responsible for ensuring no conflict of interest exists in the performance of this Agreement.

ARTICLE 9. NON-ASSIGNMENT

This Agreement may not be assigned or subcontracted in whole or in part without the prior

written consent of the City.

ARTICLE 10. TERMINATION

Termination of this contract may be made by the City at any time, with or without cause, upon written notice to the Consultant. Termination of the contract shall be immediate or on the date designated by the City upon written notice served onto Consultant either in person (signature receipt) or through Certified Mail. Consultant may terminate the Contract upon thirty (30) days written notice to the City either in person (signature receipt) or through Certified Mail. Any work performed is to be paid by the City up until time of termination, and all work paid for must be completed by Consultant.

ARTICLE 11. NON-WAIVER

Failure of either party to enforce any provision shall not constitute a waiver.

ARTICLE 12. ENTIRE AGREEMENT & AMENDMENTS

This Agreement, including its Exhibits, constitutes the entire agreement between the parties. No amendment shall be effective unless in writing and signed by both parties.

ARTICLE 13. APPROPRIATION OF FUNDS

This Agreement is contingent on the appropriation of funds by the City Council. If funds are not appropriated, this Agreement shall terminate without penalty upon thirty (30) days' written notice.

ARTICLE 14. GOVERNING LAW, VENUE AND DISPUTE RESOLUTION

The parties hereby agree that any disputes that may arise under the terms of this Agreement shall be subject to the jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany and shall be interpreted according to the laws of the State of Louisiana. The parties hereby irrevocably submit to the personal jurisdiction of such courts and waive any objections to the venue or convenience of the forum.

ARTICLE 15. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

ARTICLE 16. NOTICES

All notices and other communications pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand-delivery (and receipted for) or deposited in the U.S. Mail, as certified mail, return receipt requested and postage pre-paid, to the other party, addressed as follows:

To: DESIRE LINE, LLC
Attn: Alexandra G. Carter
President & CEO
3813 Division St., Unit A
Metairie, LA 70002

To: CITY OF MANDEVILLE
Attn: Honorable Clay Madden
Mayor, City of Mandeville
3101 E. Causeway Approach
Mandeville, Louisiana 70448

IN WITNESS WHEREOF, the City and the Consultant, through their duly authorized representatives, execute this Agreement:

Executed on this ____ day of _____, 2025.

WITNESS: _____
Print name: _____

CITY OF MANDEVILLE
By: _____
MAYOR CLAY MADDEN

Executed on this ____ day of _____, 2025.

WITNESS: _____
Print name: _____

DESIRE LINE, LLC
By: _____
ALEXANDRA G. CARTER

Exhibits

- Exhibit A — City's RFP (with addenda)
- Exhibit B — Consultant's Proposal
- Exhibit C — Professional Services Insurance Requirements



REQUEST FOR PROPOSALS

2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision

The City of Mandeville is seeking proposals from firms to update its Comprehensive Land Use Regulation Ordinance (CLURO). The City intends to engage a consultant to provide revisions that address contemporary land use practices, clarify regulations for administrators and the public, and resolve outdated or ambiguous provisions. The project's goals are to encourage economic development and a high quality of life while preserving the City's historical character and natural resources. The selected firm will be responsible for auditing the current development code, analyzing it against the "Mandeville Thrives 2045" comprehensive plan, leading stakeholder and public participation, coordinating with the City Attorney for legal review, and producing the final ordinance documents. The contract resulting from this RFP is for a three-year period, with an option for two subsequent one-year terms, not to exceed a total of five years.

City of Mandeville

Department of Planning & Zoning

Issue Date: 9/24/2025

Proposal Due Date & Time (CT):
10/29/2025, 4:00PM

Email for Inquiries:
PURCHASING@CITYOFMANDEVILLE.COM

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1. Introduction & General Information

1.1. Purpose

The City of Mandeville is seeking proposals from qualified firms to update the City's land development regulations, which were last comprehensively revised in 2010. The selected firm will be engaged under a professional services contract to review the existing regulations, align them with the recently adopted *Mandeville Thrives 2045* comprehensive plan, and incorporate recognized best practices for historic and growing communities.

The primary purpose of this Request for Proposals (RFP) is to produce a modern, enforceable, and user-friendly Comprehensive Land Use Regulation Ordinance (CLURO) that supports economic development and enhances quality of life while preserving the City's historic character and natural resources. The updated ordinance shall include supporting graphics, charts, and explanatory materials that promote clarity and accessibility for administrators, developers, and the public.

1.2. Community Overview

The City of Mandeville, located at the gateway to St. Tammany Parish and the Northshore, is a waterfront community along Lake Pontchartrain that balances steady growth with preservation of its unique natural and historic assets. With one and a half miles of lake shoreline, tree-lined bayous such as Chinchuba and Castine, and a rich canopy of live oaks, magnolias, cypress, and pines, the City's natural resources shape both its identity and its planning priorities.

Since 1995, the City has adopted landscaping and tree preservation ordinances, established the Tree Board (now Parks and Parkways Commission), and maintained recognition as a Tree City USA member. Local regulations limit construction heights to 35 feet and require landscaped monument signage to preserve scale and visual quality. Together, these policies reflect the community's long-standing commitment to livability and environmental stewardship.

Mandeville's built environment is defined by spacious lot sizes, protective building setbacks, and careful management of residential and commercial densities, all intended to maintain a human scale and protect the dominance of the tree canopy.

Through the *Mandeville Thrives 2045* Comprehensive Plan, the City embraces future growth while safeguarding its natural setting, historic character, and enviable quality of life. Updating the CLURO is the next step in implementing this vision through clear, enforceable, and user-friendly development regulations.

1.3. Scope of Work

The consultant will be tasked with preparing a CLURO revision that both **implements the *Mandeville Thrives 2045* plan** and preserves the distinct community character described above. The following tasks reflect the Planning Director's priorities:

A. Code Audit & Diagnostics

- Assess the 2010 CLURO and correlated sections of the Code of Ordinances.
- Identify conflicts, ambiguities, and outdated provisions that undermine enforceability or usability.
- Produce a **Diagnostic Report** highlighting issues of clarity, proportionality, and alignment with City values of quality, scale, and environmental protection.

B. Plan Integration

- Crosswalk the CLURO against *Mandeville Thrives 2045* policies.
- Ensure alignment on land use categories, densities, environmental protections, and transportation/drainage standards.

C. Stakeholder & Public Participation

- Conduct structured engagement with staff, City Council, Planning Commission, Historic Preservation District Commission, Parks & Parkways Commission, and development community stakeholders.
- Hold public meetings at key milestones to present revisions for feedback.
- Provide **Meeting Summaries** to maintain transparency.

D. Drafting & Graphics

- Prepare a **First Draft CLURO** with redline and clean versions.
- Incorporate explanatory charts, tables, and graphics that make the ordinance accessible.
- Ensure height, setback, and tree canopy protections remain clearly articulated, with updated definitions and standards that are enforceable in Louisiana.

E. Legal Review & Refinement

- Coordinate with the City Attorney to ensure compliance with state statutes and consistency across ordinances.
- Incorporate feedback into a **Second Draft CLURO**.

F. Adoption Support

- Provide staff reports, presentations, and up to three rounds of revisions through public hearing and adoption.
- Deliver a **Final Adoption Package** in editable and PDF formats, including all graphics and tables.

1.4. Project Goals

The CLURO update is intended to achieve the following:

- **Heritage & Natural Resource Protection.** Preserve Mandeville’s historic neighborhoods, tree canopy, and waterfront identity while accommodating responsible growth.
- **Consistency with *Mandeville Thrives 2045*.** Translate comprehensive plan goals into enforceable zoning and development standards.
- **Quality of Place.** Maintain standards for scale, proportion, and setbacks that define Mandeville’s character.
- **Environmental Stewardship.** Strengthen landscaping, tree preservation, drainage, and sign regulations.
- **Usability & Transparency.** Produce a legally sound ordinance that is graphically supported, accessible, and easily understood by staff, developers, and residents.
- **Community Engagement.** Ensure meaningful participation from boards, commissions, stakeholders, and the public throughout the process.

2. Contract Term

The period of any contract resulting from this RFP is expected to begin following conclusion of the evaluation, selection, and negotiation process. The initial contract term shall be **three (3) years**, providing sufficient time to complete the full CLURO revision process, including adoption and immediate implementation support.

At the City's sole option, the contract may be renewed for up to **two (2) additional one-year terms**, not to exceed a total contract duration of **five (5) years**. Renewal terms are intended to provide on-call advisory and update services following adoption of the revised CLURO, such as implementing future plan amendments, responding to statutory changes, or refining specific provisions, subject to negotiation of a mutually agreeable scope and fee.

All renewals shall be contingent upon available funding, satisfactory performance, and mutual written agreement between the City and the consultant.

3. Administrative Information

3.1. Schedule of Events

The following is a tentative schedule for the selection process. The City of Mandeville reserves the right to adjust these dates as needed, and any changes will be communicated via an addendum.

EVENT	DATE
RFP POSTED TO WEBSITE AND CENTRAL BIDDING	9/24/25
ADVERTISEMENTS PLACED IN OFFICIAL JOURNAL	9/24, 10/1, 10/8
OPTIONAL PRE-PROPOSAL MEETING	10/2/25, 10:00 AM CST, Mandeville Council Chamber
DEADLINE TO RECEIVE WRITTEN INQUIRIES	10/14/25
DEADLINE TO ANSWER WRITTEN INQUIRIES	10/20/25
DEADLINE FOR SUBMITTING PROPOSALS	10/29/25, 4:00 PM CST

3.2. RFP Inquiries

Written questions regarding RFP requirements or the Scope of Work must be submitted by the deadline listed above to:

RuthAnn Chadwick, CPPB

Purchasing Agent & Contracts Administrator

Email: purchasing@cityofmandeville.com

- Inquiries must be submitted via email with the subject line: **"RFP CLURO — Question — [Firm Name]."**
- Verbal inquiries will not be accepted.
- Responses to all timely inquiries will be issued in writing through an addendum.
- The City reserves the right to modify this RFP if a change is determined to be in the best interest of the City.

3.3. Proposal Submission Instructions

This complete and detailed RFP is available for public inspection and downloading in electronic form on the City's website (www.cityofmandeville.com) and on Central Bidding (www.centralbidding.com). It is also available in PDF or printed form upon written request to the Purchasing Agent.

Submittal Options:

Option A — Physical Submission

- One (1) signed original, three (3) hard copies, and one (1) digital copy (PDF format on a USB/thumb drive).
- Format: 8.5" x 11" paper.
- Proposals must be **sealed** and received by the Purchasing Agent no later than the deadline stated in Section 3.1.
- Outer package must be clearly labeled:

Do Not Open — RFP for CLURO

ATTN: Purchasing Agent RuthAnn Chadwick

City of Mandeville

3101 E. Causeway Approach

Mandeville, LA 70448

- **Cost Proposal (Attachment H) must be submitted in a second, separate sealed envelope** inside the package, labeled: '**ATTACHMENT H — COST PROPOSAL (SEALED)**'.

Option B — Electronic Submission

- Proposals may be submitted electronically through Central Bidding (www.centralbidding.com).
- For technical support, contact Central Bidding at (225) 810-4814.
- **Upload the Technical Proposal (one PDF) and Attachment H – Cost as separate files. Do not include any pricing in the technical PDF.**

3.4. General Requirements for All Submissions

- **Format.** Proposals must be prepared in accordance with the instructions in this RFP. All required attachments, including the signed **Attachment A – Proposal Form**, must be included for the proposal to be considered responsive.
- **Delivery.** The proposer is solely responsible for ensuring timely delivery of its proposal by the method selected (physical or electronic). Late proposals will not be accepted under any circumstances.
- **Restrictions.** Facsimile or email submissions will not be accepted.
- **Validity.** All proposals shall remain firm and binding for a minimum of **120 calendar days** following the submission deadline.
- **Addenda.** Proposers must acknowledge receipt of all issued addenda on **Attachment A – Proposal Form**. Failure to do so may result in rejection of the proposal as non-responsive.
- **City Property.** All proposals and materials submitted in response to this RFP shall become the property of the City of Mandeville and will not be returned.
- **Costs.** All costs incurred in preparing and submitting a proposal, including attendance at meetings or presentations, are at the sole expense of the proposer. The City shall not be liable for any such costs.

4. Proposal Requirements

4.1. Content and Format

To ensure a fair and consistent review, all proposals must follow these requirements. Proposals that do not conform may be deemed non-responsive and rejected.

Page Limits

- The main body of the proposal (Executive Summary through Recommendations) shall not exceed **20 pages**.
- This limit does not include the cover page, table of contents, resumes, or required attachments.

Formatting Standards

- Paper size: 8.5" x 11".
- Minimum font size: 11-point, single-spaced, with one-inch margins.
- Acceptable fonts: Times New Roman, Arial, or Calibri.
- Electronic submissions must be a single, text-searchable PDF.

Order of Sections (Technical Proposal Only)

1. **Cover Page** — RFP title, proposer's name, and contact information.
2. **Table of Contents** — List all sections with page numbers.
3. **Executive Summary** — Concise summary of understanding and approach.
4. **Firm Experience with Similar Projects** — Demonstrated success with comparable projects.
5. **Qualifications of Assigned Staff** — Organizational chart, resumes, and relevant project experience.
6. **Firm's Ability to Complete Work** — Capacity, performance history, responsiveness, quality assurance.
7. **Local Involvement and Knowledge** — Familiarity with Mandeville's historic, environmental, and infrastructure context.
8. **Recommendations from Others** — Minimum of three (3) references with contact information.
9. **Required Attachments** — Attachments A–G and I (see Section 4.2).

Important: Do not include any pricing or cost information in the technical proposal. Pricing must be submitted separately as Attachment H (see Section 4.2).

4.2. Required Attachments

The following attachments must be included. Proposals missing any required attachment may be deemed non-responsive.

- **Attachment A — Proposal Form**
(Legal name, contact information, authorized signature, proposal validity certification, and acknowledgment of addenda.)
- **Attachment B — Insurance Requirements**
(Proposer's acknowledgment of ability to provide coverage as specified in the City's insurance standards.)
- **Attachment C — Corporate Resolution/Authority to Sign**
(Certified resolution or equivalent authorizing the signatory.)
- **Attachment D — Non-Collusion Affidavit**
- **Attachment E — Affidavit Regarding Solicitation of Contract**
- **Attachment F — Political Contributions Disclosure Affidavit**
(Required under City Ordinance 14-07.)
- **Attachment G — Debarment/Suspension and E-Verify Certification**
- **Attachment H — Rate Schedule / Cost Narrative**
(Must be submitted separately - sealed envelope for physical submissions or separate upload field in

Central Bidding. Includes hourly rates by labor category, anticipated reimbursables, and a **single, all-inclusive, not-to-exceed (NTE) amount** for the initial 3-year term. The NTE should cover all work described in the Scope of Work.)

- **Attachment I — Vendor Registration Form with W-9**

4.3. Presentations (If Requested)

The City may request in-person or virtual presentations from top-ranked proposers. Presentations will be used to clarify proposals and explore approaches but will not constitute negotiations.

4.4. City Rights and Disclaimers

The City may investigate proposer qualifications, request additional information, reject any or all proposals, cancel this RFP, or waive informalities. Decisions are final and not subject to appeal. This RFP shall not obligate the City to award a contract or reimburse costs incurred in preparing or submitting a proposal.

5. General Information

The City reserves the right to revise any part of this RFP by issuing a written addendum. Issuance of this RFP in no way constitutes a commitment by the City to award a contract. The award of a contract will be based upon the most responsive and responsible proposer whose offer is most advantageous to the City. The City reserves the right to accept or reject, in whole or in part, any or all proposals submitted and/or cancel this solicitation if determined to be in the City's best interest. The City further reserves the right to accept other than the lowest-priced proposal.

5.1. Proposal Submission and Withdrawal

- A proposer may withdraw a submitted proposal up to twenty-four (24) hours prior to the deadline by submitting a written, signed request from an authorized representative to:

City of Mandeville

ATTN: RuthAnn Chadwick, CPPB, Purchasing Agent & Contracts Administrator
3101 E. Causeway Approach
Mandeville, Louisiana 70448

- All proposals and materials submitted by the due date and time will become the property of the City.
- Proposals received after the deadline will not be accepted or considered.
- Proposals opened will be retained by the City and will not be returned.

5.2. Proprietary Information

- Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential.
- Any such information must be clearly marked within the proposal and will be handled in accordance with the **Louisiana Public Records Act, R.S. 44:1 et seq.**
- Proposals marked as confidential or proprietary in their entirety may be rejected as non-responsive.

5.3. Costs and Disclaimers

- The City is not liable for any costs incurred by proposers prior to contract execution.

- Costs associated with preparing and submitting a proposal, attending meetings or presentations, and other related expenses are the sole responsibility of the proposer.
- The City is not liable for errors in proposals and reserves the right to correct or amend this RFP due to errors identified.

5.4. Contractor's Status and Responsibilities

- The selected contractor is an independent contractor and not an employee, agent, or servant of the City.
- Contractor employees are not eligible for City benefits and will not be considered employees for unemployment compensation or workers' compensation purposes.
- The contractor is responsible for compliance with the **Louisiana Code of Governmental Ethics (R.S. 42:1101 et seq.)** and must ensure that no conflict of interest exists in the performance of this contract. Interpretation of ethics issues is under the authority of the Louisiana Board of Ethics.

5.5. Clarification, Warranties, and Amendments

- The City may request clarification or additional information from proposers. If requested, such information must be provided within fourteen (14) calendar days.
- The contractor warrants that it has the right to enter into the contract, that deliverables will not infringe upon copyrights or other rights, and that all services will be performed in a professional and workmanlike manner.
- Any contract amendment must be in writing and signed by authorized representatives of both parties.

5.6. Assignability and Indemnification

- The contractor shall not assign or transfer any interest in the contract without prior written consent of the City.
- The contractor shall indemnify, defend, and hold the City harmless against all claims, losses, liabilities, suits, damages, judgments, and costs (including attorney's fees) arising from any act or omission of the contractor or its employees, agents, or subcontractors.

5.7. Controlling Law and Jurisdiction

- The validity, interpretation, and performance of the contract shall be governed by the laws of the State of Louisiana.
- The parties agree that any dispute will be subject to the jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, as further set forth in the Professional Services Agreement.

5.8. Records, Audit, and Retention

- The contractor shall maintain complete records of all work performed under the contract for a minimum of **three (3) years** after final payment.
- Records shall be made available to the City, the Louisiana Legislative Auditor, and any applicable federal agencies upon request.

5.9. Termination

- The City reserves the right to terminate the contract for cause or for convenience.

- In the event of termination for convenience, the contractor will be compensated for work performed to the date of termination, but no additional costs or damages will be paid.

6. Evaluation & Selection

6.1. Evaluation Overview

Proposals will be evaluated by a City committee using the criteria and weights below. Technical proposals will be scored first. **Cost (Attachment H)** will be submitted **separately** (sealed envelope for hard copy or separate file field in Central Bidding) and scored independently. The combined score will determine ranking. The City may request presentations from top-ranked proposers to clarify proposals; presentations will not constitute negotiations.

6.2. Evaluation Criteria & Weights (100 points total)

1. **Firm Experience with Similar Projects** — 30 pts
Demonstrated success with land use code/CLURO or comparable municipal regulatory updates; quality and relevance of past work; outcomes and adoption history.
2. **Qualifications of Assigned Staff** — 30 pts
Experience of project manager and key staff; depth, availability, and role clarity; relevant licenses/certifications.
3. **Approach, Work Plan & Schedule** — 20 pts
Understanding of scope, method for code audit/crosswalk, engagement plan, drafting and graphics workflow, legal review, QA, and schedule realism.
4. **Local Involvement & Knowledge** — 10 pts
Understanding of Mandeville context (historic character, tree canopy, drainage/traffic constraints, shoreline, HPDC/Commission processes) and plan alignment.
5. **Recommendations/References** — 5 pts
Quality of references; performance on similar engagements.
6. **Cost** — 5 pts
Scored using a proportional formula (see 6.3). *Cost is considered, but qualifications remain the primary basis for selection.*

6.3. Cost Submission & Scoring

- **Submission:** Proposers must include a **Rate Schedule / Cost Narrative** as **Attachment H** (unbundled from the main technical PDF). Do not include any pricing in the technical proposal.
- **Allowed content:** hourly rates by labor category; anticipated reimbursables policy; and a single, all-inclusive, not-to-exceed (NTE) amount for the base CLURO update. This NTE amount must be provided for the entire initial three-year term and should be included in your submission of Attachment H.
- **Scoring formula (5 points max):**

$$(Lowest\ Evaluated\ Cost / Proposer's\ Evaluated\ Cost) \times 5.00$$

The City may clarify arithmetic or obvious clerical errors in Attachment H before scoring.

6.4. Shortlisting, Interviews, and BAFO (If Requested)

The City may shortlist top-ranked proposers for interviews/presentations to inform final scoring. The City may request a **Best and Final Offer (BAFO)** limited to **scope, schedule, staffing, and cost clarification**.

6.5. Final Selection & Negotiation

The highest-ranked proposer will be invited to negotiate the final scope and a **not-to-exceed** amount based on the Attachment H rates. If negotiations are unsuccessful, the City may terminate negotiations and proceed to the next ranked proposer.

6.6. City Rights

The City may investigate qualifications, request additional information, reject any or all proposals, cancel the RFP, request BAFOs, or waive informalities. Selection will be based on the proposal determined to be in the City's best interest. Decisions are final and not subject to appeal.

7. Sample Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

City of Mandeville, Louisiana

Comprehensive Land Use Regulation Ordinance (CLURO) Revision

This Professional Services Agreement ("Agreement") is made and entered into this ____ day of _____, **20**__, by and between:

City of Mandeville ("City"), a political subdivision of the State of Louisiana, represented by its Mayor, and

[Consultant Name, Legal Entity Type] ("Consultant"), with principal business address at [address], represented herein by [authorized officer].

ARTICLE 1. SCOPE OF SERVICES

Consultant shall perform professional planning and consulting services to update the City's Comprehensive Land Use Regulation Ordinance (CLURO), as more fully described in:

- **Exhibit A** — City's Request for Proposals, including all addenda.
- **Exhibit B** — Consultant's Proposal, dated [____].

In the event of conflict, Exhibit A (the RFP) shall control.

ARTICLE 2. TERM

- The initial term of this Agreement shall be **three (3) years** from the effective date.
- The City may, at its sole option, renew this Agreement for up to two (2) additional one-year terms, not to exceed a total duration of five (5) years. Renewals are intended for on-call updates, implementation support, or statutory adjustments following adoption and shall be subject to negotiation of a mutually agreeable scope and fee.

ARTICLE 3. COMPENSATION

- Consultant shall be compensated in accordance with the **Rate Schedule / Cost Narrative** (Attachment H), subject to a **not-to-exceed amount** established through negotiation and approved by the City Council.
- Consultant shall submit monthly invoices with itemized detail of services rendered, personnel hours, and allowable reimbursables.
- Payment shall be made within thirty (30) days of approval by the City.

ARTICLE 4. INSURANCE

- Consultant shall maintain insurance coverage as specified in the **Professional Services Insurance Requirements**, incorporated by reference as **Exhibit C**.
- Proof of coverage must be provided prior to execution and maintained throughout the Agreement term.
- The Consultant shall provide a Waiver of Subrogation in favor of the City on Commercial General Liability, Auto, and Workers' Compensation policies.

ARTICLE 5. INDEPENDENT CONTRACTOR

Consultant acknowledges it is an independent contractor and not an employee, agent, or servant of the City. Consultant and its employees are not entitled to City benefits, workers' compensation coverage, or unemployment insurance.

ARTICLE 6. INDEMNIFICATION

Consultant shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against all claims, damages, losses, liabilities, and costs (including attorney's fees) arising from Consultant's negligent acts, errors, or omissions.

ARTICLE 7. RECORDS & AUDIT

Consultant shall maintain complete and accurate records related to services under this Agreement for at least **three (3) years** following final payment. Such records shall be made available to the City and the Louisiana Legislative Auditor upon request.

ARTICLE 8. COMPLIANCE WITH LAWS & ETHICS

Consultant shall comply with all applicable federal, state, and local laws, including the **Louisiana Code of Governmental Ethics (R.S. 42:1101 et seq.)**. Consultant is responsible for ensuring no conflict of interest exists in the performance of this Agreement.

ARTICLE 9. NON-ASSIGNMENT

This Agreement may not be assigned or subcontracted in whole or in part without the prior written consent of the City.

ARTICLE 10. TERMINATION

- **For Cause:** The City may terminate for breach, non-performance, or misconduct with written notice.
- **For Convenience:** The City may terminate this Agreement without cause by providing thirty (30) days' written notice. Consultant shall be paid for authorized services performed to the date of termination.

ARTICLE 11. NON-WAIVER

Failure of either party to enforce any provision shall not constitute a waiver.

ARTICLE 12. ENTIRE AGREEMENT & AMENDMENTS

This Agreement, including its Exhibits, constitutes the entire agreement between the parties. No amendment shall be effective unless in writing and signed by both parties.

ARTICLE 13. APPROPRIATION OF FUNDS

This Agreement is contingent on the appropriation of funds by the City Council. If funds are not appropriated, this Agreement shall terminate without penalty upon thirty (30) days' written notice.

ARTICLE 14. GOVERNING LAW & VENUE

This Agreement shall be governed by and construed under the laws of the State of Louisiana. Venue for any action shall be the **22nd Judicial District Court, Parish of St. Tammany**.

SIGNATURES

CITY OF MANDEVILLE

By: _____

Mayor

Date: _____

CONSULTANT

By: _____

[Authorized Signatory, Title]

Date: _____

Exhibits

- Exhibit A — City's RFP (with addenda)
- Exhibit B — Consultant's Proposal
- Exhibit C — Professional Services Insurance Requirements

Attachment A — PROPOSAL FORM

RFP Title: Comprehensive Land Use Regulation Ordinance (CLURO) Revision

RFP No.: 435.26.005

Proposal Due: _____ at _____ CT

Proposer Legal Name: _____

FEIN: _____

Mailing Address: _____

City/State/ZIP: _____

Primary Contact Name/Title: _____

Email: _____ **Phone:** _____

A. Certifications

By signing below, Proposer certifies:

1. the proposal is submitted in response to this RFP and is valid for **120 calendar days** from the due date;
2. Proposer will comply with all applicable laws, including the Louisiana Code of Governmental Ethics;
3. Proposer has not engaged in collusion or anticompetitive practices (see Attachment D);
4. Proposer has not employed or paid a solicitor to secure this contract except as allowed by law (see Attachment E);
5. Proposer (and any principals) is not debarred, suspended, or otherwise ineligible (see Attachment G);
6. Proposer can meet the City's insurance requirements (Attachment B).
7. **Pricing has been separately submitted under Attachment H.**

B. Addenda Acknowledgment

We acknowledge receipt of the following addenda:

Addendum No. ____ Date: _____

Addendum No. ____ Date: _____

Addendum No. ____ Date: _____

(If none, write "None.")

Authorized Signature: _____ **Date:** _____

Printed Name/Title: _____

Attachment B: Professional Services Insurance Requirements

Notice: Insurance requirements only apply as they are relevant to the services being provided.

The Contractor shall maintain insurance with insurers authorized to do business in Louisiana and rated **A-, VII** or better by A.M. Best. Certificates shall provide **30 days' prior written notice** to the City of cancellation/nonrenewal (10 days for non-payment). Coverage must be in place before work begins and maintained through the contract term.

Required Coverages & Minimum Limits

1. **Commercial General Liability (CGL)** — \$1,000,000 per occurrence / \$2,000,000 general aggregate (per project). Coverage to include premises/operations, contractual liability, personal and advertising injury, and products/completed ops.
2. **Professional Liability (Errors & Omissions)** — \$1,000,000 per claim / \$2,000,000 aggregate. If claims-made, maintain retro date no later than contract start and provide two (2) years of extended reporting (“tail”) after completion.
3. **Automobile Liability** — \$1,000,000 combined single limit per accident for **any auto** (owned, hired, and non-owned).
4. **Workers' Compensation & Employers' Liability** — Statutory WC; Employers' Liability \$500,000 each accident / \$500,000 disease-policy / \$500,000 disease-each employee. (USL&H/Jones Act not required for this scope.)
5. **Umbrella/Excess Liability** — \$1,000,000 per occurrence (follow form) excess of CGL and Auto.

Endorsements & Provisions

- **Additional Insured:** City of Mandeville, its officers, agents, employees, boards, and commissions shall be **Additional Insured** on CGL, Auto, and Umbrella; coverage **primary and non-contributory**.
- **Waiver of Subrogation:** In favor of the City on CGL, Auto, and WC.
- **Deductibles/SIRs:** Solely the Contractor's responsibility. Deductibles/SIRs > \$100,000 require City Finance Director approval.
- **Certificates:** ACORD 25 (2014/01 or newer). Reference project/contract in Description/Operations. Email to **purchasing@cityofmandeville.com**.
- **Subcontractors:** Contractor shall require and verify that all subcontractors carry insurance meeting these requirements with City as Additional Insured where applicable.
- **City Remedies:** Failure to maintain required insurance is a material breach; City may suspend work or terminate.

Certificate Holder:

City of Mandeville, Its Officers, Agents, Employees and Volunteers
3101 E. Causeway Approach, Mandeville, LA 70448

Attachment C: CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____

INCORPORATED, DULY NOTICED AND HELD ON _____,

A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED. THAT _____, BE AND IS HEREBY

APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE CITY OF MANDEVILLE OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

CORPORATE RESOLUTION

Attachment D: NON-COLLUSION AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED _____, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE/SHE IS THE FULLY AUTHORIZED _____ OF _____ (HEREIN AFTER REFERRED TO AS VENDOR) THE PARTY WHO SUBMITTED A PROPOSAL FOR _____ WHICH WAS RECEIVED BY CITY OF MANDEVILLE ON _____ AND SAID AFFIANT FURTHER SAID:

1. That vendor employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the vendor whose services in connection with the public contract were in the regular course of their duties for vendor; and
2. That no part of the contract price received by vendor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the vendor whose services in connection with the project were in the regular course of their duties for vendor.
3. Said proposal is genuine and the vendor has not colluded, conspired or agreed directly or indirectly with any other vendor to offer a sham or collusive proposal.
4. Said vendor has not in any manner, directly or indirectly, agreed with any other person to fix the proposal price of affiant or any other vendor, or to fix any overhead, profit or cost element of said price, or that of any other vendor, to induce any other person to refrain from providing a proposal.
5. Said vendor is not intended to secure an unfair advantage of benefit from The City of Mandeville or in favor of any person interested in the proposed contract.

AUTHORIZED SIGNATURE

NOTARY PUBLIC

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20 _____

My commission expires _____

Attachment E: AFFIDAVIT ATTESTING THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR

STATE OF _____

PARISH OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

(Name of Affiant)

WHO, after being by me duly sworn, deposes and says:

That affiant is the fully authorized _____ of _____, the party who submitted a proposal for the **Project Name:** _____, and said affiant further says:

1. That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which affiant received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant.
2. That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

SIGNATURE OF AUTHORIZED SIGNATORY

PRINTED NAME

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC

My commission expires: _____

Attachment F: POLITICAL CONTRIBUTIONS DISCLOSURE AFFIDAVIT

STATE OF LOUISIANA

PARISH OF ST. TAMMANY

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in this State and Parish, personally came and appeared: _____

the party submitting a non-bid contract and who has submitted this affidavit with said contract, after being duly sworn did attest and testify as to the truth of all of the factual allegations contained in the petition, specifically as follows:

Choose A or B. If Option A is indicated please include the requested attachment.

Disclosure No. 1

A. _____ Within the 48-month period preceding the date of the contract with the City of Mandeville, I **Have** made campaign contributions which total \$200.00 or more to a Mandeville City Council member or Mayor of the City of Mandeville. I have attached a list of each contribution, its amount, the date of the contribution, and the recipient or recipients of the contribution.

B. _____ Within the 48-month period preceding the date of the contract with the City of Mandeville, I **Have Not** made campaign contributions which total \$200.00 or more to a Mandeville City Council member or Mayor of the City of Mandeville.

Disclosure No. 2

A. _____ I **Do** owe a debt or debts to an elected or appointed official or officials of the City of Mandeville. I have attached a list of all debts and the elected or appointed official or officials of the City of Mandeville to whom those debts are owed.

B. _____ I **Do Not** owe any debts to any elected or appointed official of the City of Mandeville.

Disclosure No. 3

A. _____ I **Have** made a contribution to or in support of elected officials of the City of Mandeville in the name of another person or firm directly or indirectly. I have attached a list of all contributions to or support of elected officials of the City of Mandeville, the amount of the contribution or support, the recipient or recipients of the contribution, and the name of the person or firm through whom the contribution was made.

B. _____ I **Have Not** made any contribution to or in support of elected officials of the City of Mandeville in the name of another person or firm directly or indirectly.

Disclosure No. 4

A. _____ This affidavit **Is** being submitted on behalf of a corporation, LLC, or other legal entity. I have attached a list of contributions made by officers, directors, and owners, including employees, owning 25% or more of the company or legal entity.

B. _____ This affidavit **Is Not** being submitted on behalf of a corporation, LLC, or other legal entity.

The above is in compliance and pursuant to City of Mandeville Ordinance No. 14-07.

I agree to and acknowledge that an updated affidavit must be submitted if there are any changes to the above sworn statements between the time the affidavit is executed and the time the contract is awarded.

_____, AFFIANT

SWORN TO AND SUBSCRIBED before
me this ____ day of _____ 20__

_____, Notary

Bar Roll # _____
My Commission Expires _____

Contributions to Council Members or Mayor of the City of Mandeville

Date of Contribution	Amount	Recipient(s)

Debts Owed to Appointed or Elected Officials of the City of Mandeville

Amount of Debt	Elected or Appointed Official Owed Debt

Contributions Made in the Name of Another

Date of Contribution	Amount	Recipient	Contributor

Contributions Made by Officers, Directors, Owners, and/or Employees

Date	Amount	Recipient	Contributing Officer, Director, Owner, or Employee	% Share of Company

Attachment G: DEBARMENT/SUSPENSION & E-VERIFY CERTIFICATION

Debarment/Suspension. The undersigned certifies that neither the Proposer nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any governmental entity.

E-Verify (La. R.S. 38:2212.10). The undersigned certifies the Proposer is registered with, participates in, and will use **E-Verify** to confirm the employment eligibility of all new hires in Louisiana for the duration of any resulting contract, and will require subcontractors to do the same.

Proposer Legal Name: _____

Authorized Signatory/Title: _____

Signature: _____ Date: _____

THIS SIGNED FORM MUST BE SUBMITTED WITH THE PROPOSAL

Attachment H — RATE SCHEDULE / COST NARRATIVE & NOT-TO-EXCEED (NTE) PRICE

(Submit as a separate sealed envelope for hard copies or as a separate file upload in Central Bidding. Do not include in the technical PDF.)

Proposer Legal Name: _____

1. Labor Categories & Hourly Rates

(Insert a table of roles/titles and fully-loaded hourly rates for each key team member for the duration of the contract.)

2. Reimbursables Policy

(List the types of anticipated reimbursable expenses, such as travel, printing, or GIS services, and describe your firm's policy for billing them—e.g., at cost, no markup.)

3. All-Inclusive Not-to-Exceed (NTE) Amount for Initial 3-Year Term *This is the single, all-inclusive not-to-exceed amount that your firm proposes for completing all services and deliverables defined in the Scope of Work (Section 1.3) during the initial three-year contract term.*

Proposed NTE Amount: \$ _____

4. Assumptions & Exclusions

(Briefly list any cost-relevant assumptions, such as City staff responsibilities or the number of public meetings, that underpin your proposed NTE amount.)

Authorized Signature: _____

Date: _____



City of Mandeville
3101 E. Causeway Approach
Mandeville, LA 70448
985-626-3144

Date:	Attachment I: Vendor Registration Form			Vendor Number: <small>City Use Only</small>
Contact Information				
Company Name:				
FEIN: Attach IRS Form W-9				
Address:				
City, State, Zip:				
Phone:				
Sales Contact Name:				
Email:			Phone:	
Accounting Contact Name:				
Email:			Phone:	
Business Information				
Products Provided:				
Services Provided:				
Insured: Attach COI	Yes	No	NA	
Licensed:	Yes	No	NA	
License Type:			License Number:	

CLAY MADDEN
MAYOR

City of Mandeville
"THE HEART OF THE OZONE BELT"



CITY COUNCIL

JASON ZUCKERMAN
COUNCIL CHAIRMAN

SCOTT DISCON
AT LARGE

CYNTHIA STRONG THOMPSON
DISTRICT I

KEVIN VOGELTANZ
DISTRICT II

JILL LANE
DISTRICT III

ADDENDUM NO. 1

RFP No. 435.26.005

**Comprehensive Land Use Regulation Ordinance (CLURO) Revision
City of Mandeville, Louisiana**

Issue Date: October 20, 2025

**This Addendum forms part of the Request for Proposals (RFP) dated September 24, 2025,
and is hereby made a part thereof.**

1. Questions Received and Official Responses

Question 1:

What is the City's anticipated start date and preferred timeline for completion?

Response:

The City anticipates that the CLURO Revision project will **begin in January 2026** and conclude with adoption by **December 2027**.

Question 2:

Can the City please share the total anticipated consultant budget for the project?

Response:

The City's **anticipated budget for consultant services is approximately \$250,000** for the full scope of work described in Section 1.3 of the RFP.

2. Clarifications

- The **proposal submission deadline remains unchanged.**
All proposals must be received by the City of Mandeville Purchasing Department no later than 4:00 PM (CT) on Tuesday, October 29, 2025.
Late submissions will not be accepted.
- The **sign-in sheet from the Optional Pre-Proposal Meeting** held on October 2, 2025, is attached to this Addendum for reference.

- No changes have been made to the Scope of Work, evaluation criteria, or other sections of the RFP.
All other provisions of the RFP remain in full force and effect.

3. Acknowledgment

Proposers must acknowledge receipt of this Addendum by completing the Addenda Acknowledgment section on **Attachment A — Proposal Form**.

Issued by:

RuthAnn Chadwick, CPPB

Purchasing Agent & Contracts Administrator

City of Mandeville

3101 E. Causeway Approach

Mandeville, LA 70448

Email: purchasing@cityofmandeville.com

Phone: (985) 624-3107

Attachment:

- Optional Pre-Proposal Meeting Sign-In Sheet (October 2, 2025)



CONFERENCE DATE AND TIME: 10/2/25

10:00 AM

[illegible]

DESIRE LINE

PROPOSAL

2025 COMPREHENSIVE LAND USE REGULATION ORDINANCE REVISION CITY OF MANDEVILLE, LA



Response to City of Mandeville CLURO Revision RFP (issued 9/24/2025)

Submitted to:

City of Mandeville, Administration
Mandeville City Hall, 3101 E Causeway Approach
Mandeville, LA 70448

Submitted via www.centralbidding.com on or
before 4:00PM, October 29, 2025

From: Desire Line LLC (EIN 87-2059426)
Alexandra Carter, AICP, President & CEO
1205 St. Charles Avenue, Suite C4
New Orleans, LA 70130
P: (504) 388-0482
E: AlexGelpiCarter@Desire-Line.com

Addendum No. 1 Acknowledged.

NY ASSOCIATES, INC.
ENGINEERS • ARCHITECTS • PLANNERS
PROGRAM & PROJECT MANAGERS

DESIRE LINE

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DESIRE LINE

I. Cover Letter & Executive Summary

October 22, 2025

City of Mandeville, Administration
Mandeville City Hall, 3101 E Causeway Approach
Mandeville, LA 70448

Dear Mayor Madden and Evaluation Committee Members,

My name is Alex Gelpi Carter, and I am the President and CEO of Desire Line—a local planning and disaster recovery company. It has been a pleasure to work with City leadership and the community throughout the recent development of the Mandeville Thrives 2045 Comprehensive Plan. As a lifelong resident of Louisiana, the experience of bringing my personal and professional background together to help capture and communicate Mandeville’s unique character and define city needs and a vision for the future through community collaboration has been incredibly rewarding.

In my previous work as a Comprehensive Planner; a Planning, Zoning and Code Enforcement Director; and Program Manager of the Louisiana Watershed Initiative (a \$1.2 billion statewide program) – I often found consultants “learning on the job,” pushing work to locals, charging an inflated price, and leaving much to be desired in final planning products. After 12 years of planning projects in the public sector, I gained a high expectation for planning outcomes and was inspired to start my own company, Desire Line, 4 years ago to facilitate more efficient pathways to community improvement.

I am grateful for the opportunity to submit this Proposal for your consideration in support of the City of Mandeville’s 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision project with a focus on preserving Mandeville’s historic neighborhoods, tree canopy and waterfront identity, strengthening landscaping, tree preservation, and drainage regulations, creating consistency with Mandeville Thrives 2045, and engaging the community in the creation of a more accessible, graphically supported CLURO. Please accept Desire Line’s Proposal as Prime Contractor in partnership with N-Y Associates, Inc. (hereinafter referred to as “The Desire Line Team”).

Our Team is committed to a thoughtful, comprehensive approach that balances technical analysis with community engagement to both increase administration efficiency and effectively update land use regulations based on best practices, and on city current and future needs. If selected for contract award, the Desire Line Team will complete and support adoption of a revised CLURO—through incremental ordinance adoption *and* comprehensive realignment efforts—that will exceed project expectations regarding time and the quality of services delivered.

With a staff of 13 and growing, Desire Line has sufficient resources in personnel, equipment, and time available to commit to this project. Our office location at 1205 St. Charles Avenue, Suite C4 New Orleans, LA 70130 is 34 miles from the Mandeville City Hall. We also have full-time planning staff who live on the Northshore, enabling our Team to be available in person at a moment’s notice and to mobilize immediately for project initiation and implementation.

I am proud to share that Desire Line includes a team of award-winning urban planners, grant managers, community engagement specialists, and floodplain managers. I have meticulously built this Team of experienced, certified professionals to deliver final products with pride and provide expert consultant

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advice with a seasoned and tempered understanding. We have decades of experience in code writing and land use amendments. We see every angle of a proposed regulation and understand when to add detail, when to retain decision-making and interpretive authority, and when standards require redrafting or removal. We have applied our expertise and ambitious standards across the State of Louisiana to administer local planning codes, work directly with applicants, coordinate with building officials, lead public meetings, develop code amendments, and support effective ordinance interpretation for code enforcement inspectors.

We are talented, trustworthy, responsive, and deliberate in our decision-making, as demonstrated by client letters of recommendation in **Section VI**. We are also socially aware, adept, and non-intrusive. Through Desire Line's development of the Mandeville Thrives 2045 Comprehensive Plan, we have a strong respect for the community character of Mandeville, for established households and businesses in this area, and desire to see their mutual preservation and enhancement through strategic and comprehensive CLURO revisions.

Now is a great time to update Mandeville's CLURO in furtherance of Mandeville Thrives 2045 and in accordance with best practices. If selected, Desire Line will complete the scope of work outlined in the RFP within 2 years, including:

- **An audit of the current CLURO and diagnostic report:** Desire Line will work closely with City staff to produce an assessment of the existing CLURO and correlated codes. Extracting CLURO-related objectives from the Comprehensive Plan and completing background research, initial stakeholder interviews, and meetings with City staff will inform the development of the **Diagnostic Report** that will identify conflicts, ambiguities, and outdated provisions that affect the ability to administer or enforce the CLURO. It will build upon the code audit to highlight issues of alignment with City values of quality, scale, and environmental protection and connect Mandeville Thrives 2045 policies with current and future CLURO needs. This process will become the foundation of the CLURO update, from which the Team will focus efforts on short-term code amendments, research needs, and plan for community and stakeholder input. Once this is complete, the Team will establish a Work Plan for City review and approval, that will guide all project efforts, support efficient project management of the comprehensive update, and promote increased CLURO development transparency.
- **Plan integration:** Desire Line maintains an appreciation of the City's current plans including the development of, and context behind, Mandeville Thrives 2045. Desire Line reviewed and inventoried the goals within additional City's plans as part of this effort, including the City of Mandeville Parks & Recreation Master Plan, Mandeville Flood Resilience Strategy, and the City of Mandeville Pedestrian and Bicycle Plan. This existing knowledge, including cataloged page numbers for each policy or initiative, will ensure inclusion and streamline plan integration into the CLURO revisions.
- **Stakeholder and public participation:** Desire Line will work with City leadership to coordinate and execute effective outreach and engagement efforts across City staff, the City Council, the Planning Commission, the Historic Preservation Commission, and the Parks & Parkways Commission. Desire Line will also engage with stakeholders such as developers, builders, architects, landscape architects, engineers, etc. Upon completion of the Code Audit and Diagnostics Report to guide the Work Plan, Desire Line will work with City staff to develop a concise and effective **Outreach and Engagement Plan** for this project that includes (1) talking points that clearly and concisely explain why the project is important to the City's future

DESIRE LINE

development and community character; (2) how and when surveys, stakeholder interviews, a steering committee, focus groups, or community meetings will be held to support consensus building around challenging code amendments; and (3) whether additional in-person and online engagement will be part of this effort, including a project webpage, project branding, online surveys, social media posts, and tabling at community events. Through the development of Mandeville Thrives 2045, Desire Line built relationships, trust, and understanding with City staff, elected officials, and community members and, if selected to complete this work, will continue to build upon this foundation throughout the CLURO revision process.

- **Drafting and graphics:** Desire Line acknowledges the City’s need for supporting graphics, charts, tables, and explanatory materials to promote clarity and accessibility for administrators, developers and the public. The Code Audit and Diagnostics Report will inform graphics needs, and Desire Line has experience with articulating regulations, including tables for clarity, and developing graphics through the use of Sketchup and Adobe Illustrator for conveying information. The height, setback, and tree canopy protections described in the RFP are prime opportunities for the use of graphics.
- **Legal review and refinement:** Desire Line is experienced in providing expert land development testimony and facilitating code enforcement violations through civil and administrative hearings. We appreciate the legal implications associated with terminology, references, punctuation, and—most importantly—*word choice*. Desire Line will coordinate with the City Legal Counsel to ensure ongoing awareness of proposed amendments and to assess the legal enforceability of all recommended updates. Desire Line acknowledges that it often takes local, institutional knowledge coupled with targeted professional planning expertise to isolate appropriate regulatory solutions. If selected for contract award, we look forward to this collaborative relationship with the City to support a second, updated draft of the CLURO after legal review.
- **Document production:** For Planning Commission and City Council consideration, Desire Line will develop and finalize staff reports, presentations, and draft ordinances that amend the CLURO including user-friendly graphics and charts that clearly explain and summarize proposed amendments. Reports, ordinances and graphics will articulate how recommended amendments (1) ensured meaningful participation and were informed by feedback from boards, commissions, stakeholders, and the public; (2) meet the CLURO update project goals of heritage and natural resource protection, quality of place, environmental stewardship, and usability and transparency; (3) advance implementation of Mandeville Thrives 2045; and (4) were developed in accordance with state and federal laws, best planning practice, a community review, and established legal precedent.

On behalf of the Desire Line Team, thank you for this opportunity to submit this Proposal and for your time and consideration. If I can be of any assistance, or if you have any questions, please feel free to call me any time at: (504) 388-0482.

Sincerely,



Alexandra G. Carter, AICP
President & CEO

II. Firm Experience with Similar Projects

1. Relevant Project Experience

1.1 Experience working within the Region and the City of Mandeville

At Desire Line, we value *implementation-focused* ingenuity and creative problem-solving skills because these perspectives and insights move us closer (and faster) to more impactful, positive outcomes for residents and businesses. To this end, we develop code amendments that are in alignment with best practices; reflective of local, lived experience; and plan for community risk mitigation. The Desire Line Team is remarkably familiar and in tune with the lifestyles, expectations, and character of the people and quality of life in the City of Mandeville because our staff have lived and worked in the area (Alex Carter) and Desire Line staff member (Kara Dudek-Mizel) lives in nearby Abita Springs. Numerous Desire Line staff worked on the Mandeville Thrives 2045 Comprehensive Plan and gained insights into the community, its values, and CLURO revision needs throughout the process.

Beyond proximity and a close familiarity with the City's character and populace, the Team has also been embedded in Mandeville's background, local and regional context, and regulatory environment for years as a result of:

- Managing the **Louisiana Watershed Initiative** (LWI, Alex Carter and Evelyn Campo) from 2018 to 2021, including direct management and understanding of Region 7's watershed (within which Mandeville is located) and flooding risks, history of development, and long-term mitigation opportunities.
- Completing the **St. Tammany 2023-2027 CDBG-ENT Community Needs Assessment** in 2023, which included outreach and engagement parishwide, data collection and analysis, and a housing and economic analysis. Desire Line utilized information collected as part of this effort to successfully develop and submit the Parish's application to HUD for funding and implementation of CDBG-ENT programs that will support the most vulnerable populations in the Parish from 2023 to 2027.
- Completing the **St. Tammany Unified Development Code (UDC)** in 2023, which included an assessment of all parishwide land development regulations, including those immediately impacting areas surrounding the City, such as the urban growth boundary, manufactured housing overlay, and rural overlay. Desire Line is well acquainted with the challenges, effectiveness, and opportunities to improve outcomes through the amendment and remapping of these standards. Desire Line is also very aware of existing regulatory relationships the Parish has with incorporated areas through the municipal interface overlay district.
- Desire Line also has direct experience working with the **City's CLURO** through professional code writing services to comprehensively update **Mandeville Signage Regulations**, completed in 2023. This project provided an introduction to the CLURO as well as demonstrated the Company's ability to audit code, revise standards and processes based upon City needs and best practices, create graphics to support code understanding, and work to successfully adopt updated regulations.
- Desire Line has worked with Mandeville leadership and the community to create the **Mandeville Thrives 2045 Comprehensive Plan**, anticipated for adoption in late 2025. This work uniquely situates Desire Line to revise the CLURO based upon knowledge of Mandeville's history, current regulations, community values and character, and Plan goals and objectives to be addressed in the CLURO. Plan development demonstrated the Company's aptitude in running large, comprehensive, and complex projects while melding technical expertise with community engagement to create a product that represents and works best for Mandeville.

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1.2 Experience with Code Writing

Demonstrated experience ranging from complete overhauls to targeted studies, delicate topics, and broad-scope amendments.

Desire Line's demonstrated success with comparable projects includes code writing services to support planned growth and preserve character in suburban, rural, urban, and coastal communities where environmental sensitivity and sustainability, historic preservation, and economic development are central to community goals and values. Local code writing services for clients range from comprehensive code writing and updates (currently Tangipahoa Parish, St. James Parish, City of Slidell, City of Covington, Town of Abita Springs, City of Carencro) to code writing services with a focus on improving and updating regulations, including but not limited to: subdivisions, tree preservation, landscaping, land clearing, fees, code enforcement and nuisance abatement, low impact development, signage, density, planned unit developments (PUDs), short term rentals (STRs), accessory dwelling units (ADUs), design standards, mixed-use districts, floodplain management, mobile homes and trailer parks, nonconformities, conditional use permits, commercial vehicles, parking, site design, traffic impact analysis and accessway management, improved multi-family housing standards, community homes, food trucks, and other special use standards.

We understand the toll that burdensome and outdated regulations can take on application intake, review, and approval processes. We also fundamentally understand the need for, and the reasoning behind, regulations and their impact on the built environment. Over the last 15 years, our staff has demonstrated a unique capability to not only perform in the private and public sectors, but, more importantly, to translate our years of public service into much-needed support for communities through targeted private sector support. This work has been incredibly rewarding and best positions Desire Line to perform the scope of work as outlined in the Request for Proposals.

All code amendment efforts align with and focus on advancing strategic plans, comprehensive plan recommendations, and policy guidance to support improved quality of life for the communities we serve. We also specialize in streamlining and clarifying processes, removing unnecessary and burdensome forms and procedures, and ensuring the integrity and sustainability of future infrastructure. This work has involved reorganizing codes, removing conflicting and duplicative language, removing unnecessary processes, aligning requirements with state law, and developing infrastructure manuals to accompany local codes, when infrastructure specifications are not appropriate to codify.

DESIRE LINE

1.3 Experience with Outreach and Engagement

Clear and predictable processes maintain trust and build consensus.

The Request for Proposals identifies community engagement as one of the project goals, including a mandate to ensure meaningful participation from boards, commissions, stakeholders, and the public throughout the duration of the project. Outreach and engagement are sometimes used interchangeably, but they are both key parts of a well-balanced, trust-based community process. **Outreach** references the sharing of information, the building of knowledge, and the combating of misinformation such as through project websites, presentations, or take away materials like fact sheets. **Engagement** references the two-way communication and collaboration with community members, stakeholders and elected officials through an iterative, shared process. Desire Line understands the importance of both, and if selected, will employ a variety of outreach and engagement techniques in the CLURO revision process.



Images: City of Covington, Louisiana Land Development Code Update Community Open House Meeting, including mapping, permitted uses, and Code priority exercises, as well as review and distribution of drafts developed to date for public comment.

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Desire Line staff have managed comprehensive statewide programs (e.g., the Louisiana Watershed Initiative, Office of Community Development), directed parish and city planning, zoning, code enforcement, and floodplain management departments (e.g., City of Kenner, St. John the Baptist Parish, Terrebonne Parish, City of Slidell, LA), and provided comprehensive planning services, including site plan review, code amendments, and zoning administration for local jurisdictions in Louisiana (e.g., Jefferson Parish, City of New Orleans, City of Slidell, City of Covington, St. John the Baptist Parish, Town of Abita Springs, City of Carencro, and Terrebonne Parish, LA).

These efforts included outreach and engagement processes as a prerequisite for the drafting of planning and zoning recommendations and plan documents, including effective and inclusive community workshops, project steering committees, development and maintenance of project websites, open house Q&A sessions, community surveys, Facebook polls and social media, and consensus building with diverse interest groups at all project stages.

To this effect, we have a demonstrated history of isolating common interests that orient and direct efforts toward immediate and practical implementation actions. All Desire Line projects (big and small) begin with the development of a project-specific **Outreach and Engagement Plan**, which identifies project stakeholders, includes a community analysis, and isolates the means and methods planned for public engagement, such as:

- Project branding and website development.
- Advertisements in local papers, the media, as part of project websites, via social media, at local schools, churches, via yard signs (*example, right*) and community events / festivals.
- Meeting locations in areas that are easily accessible to the public.
- Translation services, if needed.
- Community workshops, meetings, and open houses.
- Project steering committee setup and management.
- Community surveys and similar consensus building tools and techniques.
- Meeting worksheets, presentations, and other deliverables.
- Web-based portals for sharing large files in a format that is ready and easily accessible for public consumption.



Image: Yard Signs placed around the City of Mandeville to raise awareness of Mandeville Thrives 2045 and the community survey which was taken by 364 people.



Image: Flyer distributed via printed copies and digital sharing to invite the Mandeville community to an open house meeting.



Image: 2025 community meeting attendees prioritize goals and objectives for Mandeville Thrives 2045 that ultimately will guide CLURO revisions.



Image: MandevilleThrives2045 project website.

Stakeholder Interviews

Desire Line has years of experience interviewing stakeholders about Code amendments. Stakeholders are not only the staff members that use the Code on a day-to-day basis or elected officials, but also local residents and developers who are impacted by the proposed Code edits. The Project Team makes use of these interviews throughout the evaluation and implementation process to make iterative adjustments to the Code as it is developed. Interviews were used extensively in recent Covington Land Development Code updates, the City of New Orleans Transient Lodging Study and Plaquemines Parish Targeted Market Study to receive feedback that informed final analysis, findings, and recommendations.

Focus Groups

Where a group of stakeholders are needed to resolve or build consensus towards proposed policy decisions or code amendments, the Project Team conducts strategic focus group sessions that build on guidance and direction from the stakeholder interviews. When a consensus is reached, the Project Team then uses that information resolve outstanding Code amendments. The Mandeville Thrives 2045 Plan development included eight focus groups that dove into four topic areas lacking consensus after Community Survey results were assessed.

Public Meetings

Public meetings are essential to the Code development process. Desire Line conducts these meetings to both educate stakeholders on Code amendments as well as receive feedback on those amendments so that the final product reflects the needs and wants of the community at large. Desire Line has recently hosted two Community Open Houses for the Covington Land Development Code updates that focused separately on Residential and Non-Residential districts, their locations, permitted uses, and key policy decisions.

Branding and Website Development

Desire Line utilizes project specific websites to communicate about Code amendment projects. The use of project branding as well as a project website can help stakeholders understand the scope of the project, track the progress of the project, and sign up for project updates.

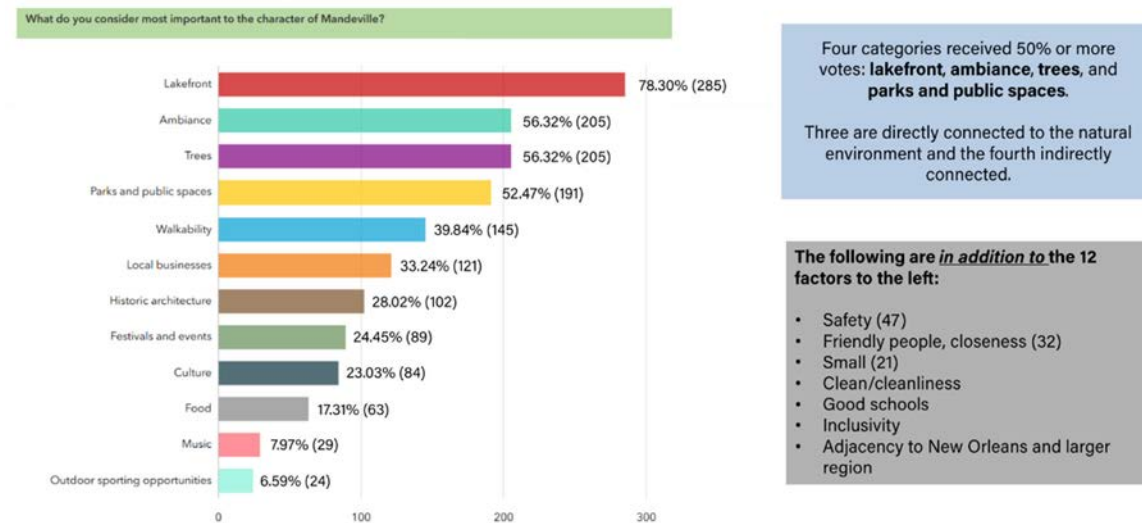
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Online Surveys

Desire Line uses online surveys to gather information from residents and stakeholders on both broad topics, as well as specific policy elements, including how they experience their community now, perspective on current regulations, and code revisions needed. An excerpt from a survey output (*shown below*) depicts the results of a Mandeville Thrives 2045 survey question regarding Mandeville's community character.

What do you consider most important to the character of Mandeville?

(choose up to 5)



2. Planning Consultant Subcontractor

2.1 Teaming Structure and Purpose



The Desire Line Team includes N-Y Associates, Inc. out of Metairie, a firm with extensive experience in providing planning, engineering, architecture, and project management services in southeast Louisiana. The addition of N-Y Associates, Inc. provides additional urban planning expertise and historic knowledge of the region, including work with special use districts.

Desire Line also has an established working relationship with Mandeville's City Engineers at Digital Engineering and Imaging, Inc. through development of the Mandeville Thrives 2045 Comprehensive Plan and, if selected, looks forward to continued work together.

The following pages provide additional examples of Desire Line's work with Mandeville-specific projects, in code writing projects, and in community outreach and engagement processes.

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COMPREHENSIVE LAND USE REGULATION ORDINANCE (CLURO) SIGNAGE REGULATIONS AMENDMENTS

PROJECT LOCATION: City of Mandeville, Louisiana

PROJECT COST: \$35,000

PROJECT DATES OF ENGAGEMENT: 2022 – June 2023

PROJECT DESCRIPTION: Desire Line (Prime) provided professional code writing services to comprehensively update city signage regulations. Services included incorporating content neutral provisions, addressing code clarification, updating graphics, and removing redundant and contradictory language. Desire Line completed a code audit (review and analysis of existing regulations; relevant legal precedent; and subsequent case law), conducted outreach and engagement, presented recommendations at local public hearings, and successfully supported adoption of the new sign code in June 2023 via Ordinance No. 23-19.

Image: Improved graphics to support sign definitions.



FIRM PERSONNEL INVOLVED: Alex Carter, AICP (Principal); Evelyn Campo, CFM (Project Manager)

PROJECT OWNER: Department of Planning and Development

PROJECT REFERENCE: Cara Bartholomew, AICP, Director; 3101 East Causeway Approach Mandeville, LA 70448; P: 985.624.3103; E: cbartholomew@cityofmandeville.com

RELEVANCE TO THIS PROPOSAL: Demonstrated ability to: (1) develop streamlined CLURO amendments consistent with best planning practice; (2) update graphics and illustrations; and (3) effectively engage with local boards, commissions, and the public.

DESIRE LINE

MANDEVILLE THRIVES 2045 COMPREHENSIVE PLAN DEVELOPMENT

PROJECT LOCATION: City of Mandeville, Louisiana

PROJECT COST: \$200,000

PROJECT DATES OF ENGAGEMENT: May 2024 – current

PROJECT DESCRIPTION: Desire Line (Prime) provided professional comprehensive plan development services and facilitated extensive community outreach and engagement. Services included background research to create the Community Profile, defined Mandeville’s community character, identified the plan vision and pillars, developed a new future land use category and parameters, and drafted plan goals with an implementation matrix. Community outreach and engagement included a project website, email list, yard signage, flyers, online and in person surveys, steering committee development, community meetings, stakeholder interviews, focus groups, teen engagement, and presentations to Planning Commission and City Council. Adoption is anticipated in late 2025.

FIRM PERSONNEL INVOLVED: Alex Gelpi Carter, AICP (Principal); Evelyn Campo, CFM (Floodplain Manager and Senior Planner); Tara Lambeth, Ph.D., AICP, CFM (Planning and Floodplain Management Director); Kara Dudek-Mizel, ACIP (Planning and Engagement Director); Walter “Eric” Lundin, CFM (Floodplain Manager and Senior Planner); Hannah Rachlis, CFM (Planner II & GIS Analyst); Matthew Wilson (Planner II & GIS Analyst); Mary Simmons, MPH (Project Specialist)

PROJECT OWNER: Department of Planning and Development

PROJECT REFERENCE: Cara Bartholomew, AICP, Director; 3101 East Causeway Approach, Mandeville, LA 70448; P: 985.624.3103; E: cbartholomew@cityofmandeville.com

RELEVANCE TO OFFER: Demonstrated ability to manage a comprehensive project with a variety of topic areas and moving parts while understanding community context, including: (1) development and design of final project materials including graphics; (2) outreach and engagement with stakeholders and the public; (3) continuous re-adjustment based on community feedback and best planning practices; and (4) understanding Mandeville’s specific community character and priorities.



Images: The cover of Mandeville Thrives 2045 (above); goals within the Plan’s five pillars will inform CLURO updates (below).



DESIRE LINE

COMPREHENSIVE CITYWIDE REZONING & UDC UPDATE

PROJECT LOCATION: City of Slidell, Louisiana

PROJECT COST: \$450,000

PROJECT DATES OF ENGAGEMENT: 2022 to Present

PROJECT DESCRIPTION: From 2022-2023, Desire Line (Prime) provided planning consulting services including: direct, in-person staff augmentation, targeted high priority code amendments, and comprehensive amendments to the city signage, code enforcement, mobile homes, tree and landscaping, and multi-family housing regulations. Desire Line also completed a comprehensive code and zoning map update to address changing development patterns and promote economic and revitalization opportunities citywide. Final deliverables have been introduced to the City Council. Council action to approve adoption of a Unified Development Code and Citywide Rezoning Map is anticipated in late 2025.

FIRM PERSONNEL

INVOLVED: Alex Gelpi

Carter, AICP (Principal);

Evelyn Campo, CFM (Floodplain Manager and Senior Planner); Walter “Eric” Lundin, CFM (Floodplain Manager and Senior Planner); Hannah Rachlis, CFM (Planner II); Mark Salvadore (GIS Specialist and Data Specialist)

PROJECT OWNER: Planning and Zoning Department, City of Slidell

PROJECT REFERENCE: Daniel W. McElmurray Director, Planning Department, 250 Bouscaren St. Ste 203, Slidell, LA 70458, P: 985.646.4301, E: dmcelmurray@cityofslidell.org

RELEVANCE TO OFFER: Demonstrated ability to manage strategic and comprehensive code amendments and citywide rezoning process, including: (1) development of targeted reports/presentations/code and map amendments; (2) outreach and engagement with stakeholders and the public; (3) continuous re-assessment based on community feedback and best planning practices; (4) documentation of all changes and policy decision-making; and (5) finalization of all deliverables for review and adoption.

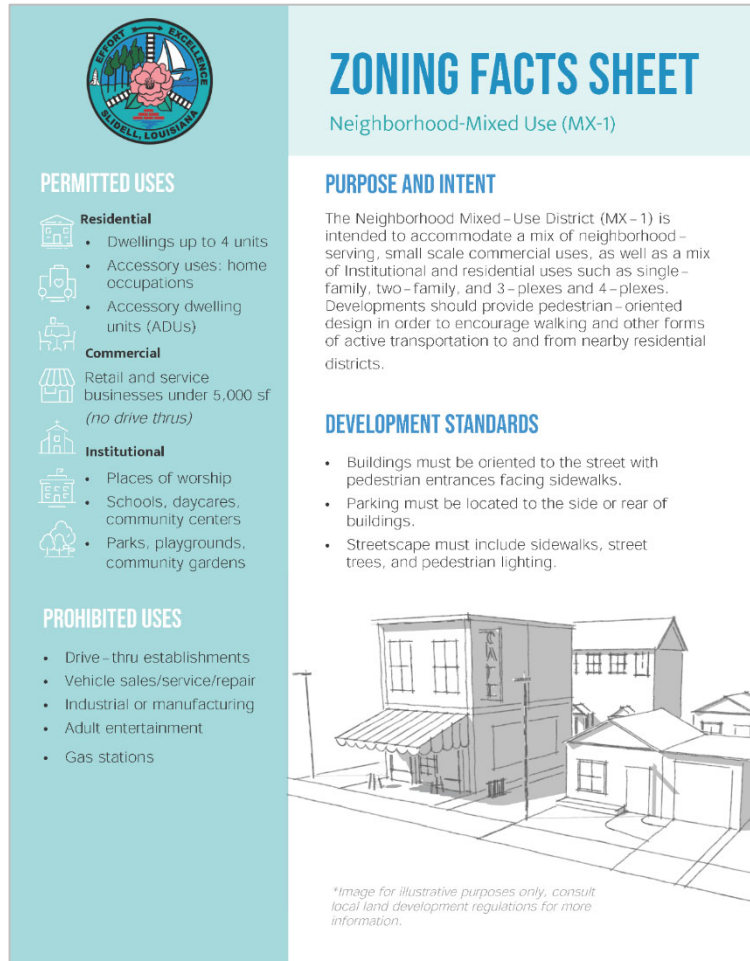


Image: Zoning Fact sheet supporting local understanding of recommendations in Slidell. (above).

DESIRE LINE

UNIFIED DEVELOPMENT (UDC) CODE REWRITE



Image: Excerpt from November 7, 2023, Planning Commission Presentation on UDC Recommendations.

PROJECT LOCATION: St. Tammany Parish, Louisiana

PROJECT COST: \$350,000

PROJECT DATES OF ENGAGEMENT: 2022 – 2023

PROJECT DESCRIPTION: Desire Line (Subconsultant), in collaboration with Villavaso & Associates (Subconsultant) and Fairway Consulting + Engineering, LLC (Prime), led the reorganization and reformatting of St. Tammany Code of Ordinances Part II into a Unified Development Code (UDC); including development of new zoning districts; content neutral sign, landscaping, accessory use, and nonconforming use regulations; updated definitions; and updated stormwater and subdivision regulations and procedures in accordance with best practices. Responsibilities included project management; code research, drafting, formatting, and graphics development; comment resolution; meeting facilitation; and outreach and engagement.

FIRM PERSONNEL INVOLVED: Alex Carter, AICP (Principal); Evelyn Campo, CFM (Senior Planner); Walter “Eric” Lundin, CFM (Senior Planner); Hannah Rachlis, CFM (Planner II)

PROJECT REFERENCE: Ross P. Liner, AICP, Director of Planning and Development; 21454 Koop Drive, Building B, Mandeville, LA 70471; P: (985) 898-2529; E: rliner@stpgov.org

RELEVANCE TO THIS OFFER: Demonstrated ability to (1) manage complex code writing processes and stakeholder engagement, and (2) maintain accountability to stakeholders and the public through accessible and transparent workflows.

DESIRE LINE

SUBDIVISION REGULATION UPDATE, ZONING CODE AND COMPREHENSIVE ZONING MAP ESTABLISHMENT

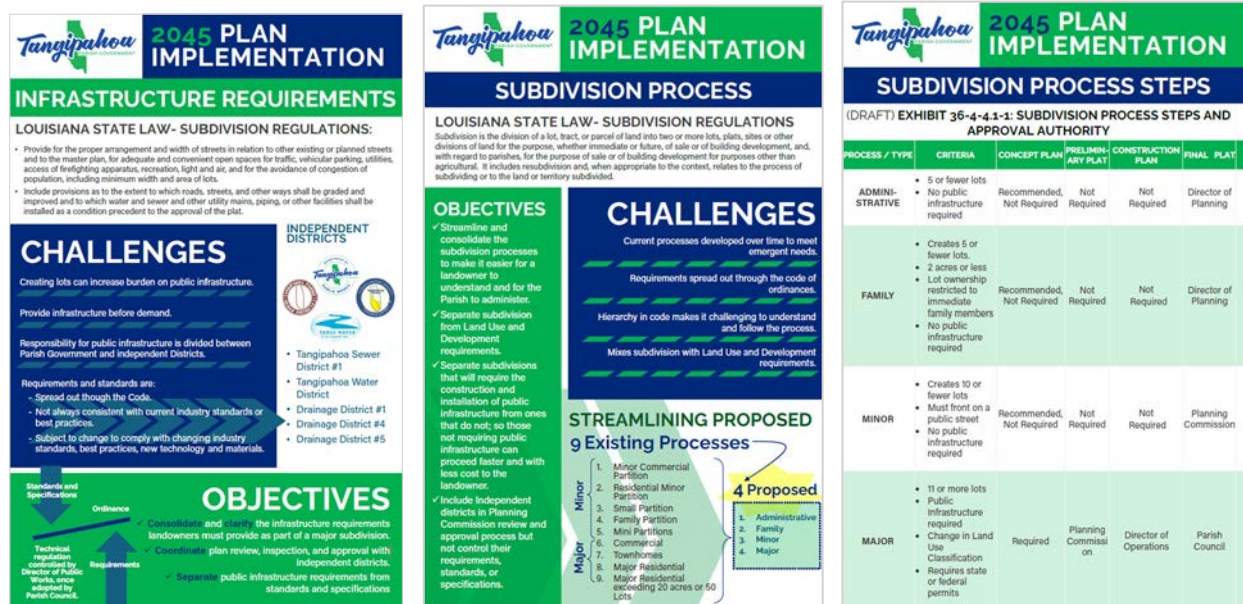


Image. 7/16/2025 Community Meeting Boards, educating and collecting input on draft Subdivision Regulations.

PROJECT LOCATION: Tangipahoa Parish, Louisiana

PROJECT COST: \$350,000 (over 2.5 years)

PROJECT DATES OF ENGAGEMENT: 2024 - 2027

PROJECT DESCRIPTION: Desire Line supported the development and approval of Tangipahoa Parish's 2045 Master Plan in 2023, whereafter the Parish sought to implement planning recommendations. Recommendations included updating parishwide subdivision regulations and adopting appropriate parishwide zoning district regulations. In 2025, Desire Line drafted updated subdivision regulations based on best practices, state laws, interviews, stakeholder engagement, community meetings, and coordination with and input from local planning staff and a Development Review Committee. These regulations have been reviewed and are expected to be adopted together with zoning district regulations (and the parishwide zoning map) in 2026.

PERSONNEL INVOLVED: Alex Carter, AICP (Principal); Evelyn Campo, CFM (Project Manager), Tara Lambeth, PhD, AICP, CFM (Planning Director); Walter "Eric" Lundin, CFM (Senior Planner); Hannah Rachlis, CFM (Planner II), Mary Simmons, MPH (Research Analyst); Jessi Kenney, PhD, MPH (Outreach Specialist)

PROJECT OWNER: Tangipahoa Parish Government

PROJECT REFERENCE: Tracie Schillace, CFM; Planning Director; 15485 West Club Deluxe Road, Hammond, LA, 70403; P: (985) 340-9028; E: tschillace@tangipahoa.org

RELEVANCE TO THIS OFFER: Demonstrated ability to: (1) assess and make recommendations on changing land development patterns influenced by housing costs, transportation networks, flood risk, and changing market conditions; and (2) communicate findings to the public and advance policies that plan for future development.

DESIRE LINE

GREEN INFRASTRUCTURE PLAN AND CODE AMENDMENTS

PROJECT LOCATION: Jefferson Parish, Louisiana

PROJECT COST: \$200,000

PROJECT DATES OF ENGAGEMENT: October 2021-December 2021 (3 months)

PROJECT DESCRIPTION: Desire Line services included completing the Plan draft, presentations, and public materials, including analysis of parishwide flood risk and project development location priorities, recommendations to leverage grants in furtherance of Plan objectives, production of draft Code amendments to incorporate recommended Plan standards into land development review processes, two public meetings, development of long-term vision, goals and strategy; as well as an implementation schedule to assist the Parish in organizing efforts to effectively reduce flood risk, including the incorporation of natural and green infrastructure parishwide.

FIRM PERSONNEL INVOLVED: Alex Carter, AICP (Senior Planner); Evelyn Campo, CFM (Senior Floodplain Manager)

PROJECT OWNER: Jefferson Parish Government

PROJECT REFERENCE: Brooke Perry Tolbert, Assistant Planning Director; 1221 Elmwood Park Blvd, Suite 601, Jefferson, LA 70123; P: 504.736.6354; E: BPerry@JeffParish.net

RELEVANCE TO THIS PROPOSAL:

Demonstrated ability to: (1) quickly assess program progress and perform a code and plan audit; (2) develop a full draft plan, communication materials, code amendments, and recommended grant and project implementation strategy within incredibly tight schedules (e.g. 3 months) to meet project deadlines; (3) develop green infrastructure and natural environment regulations; and (4) remain within the approved project budget.

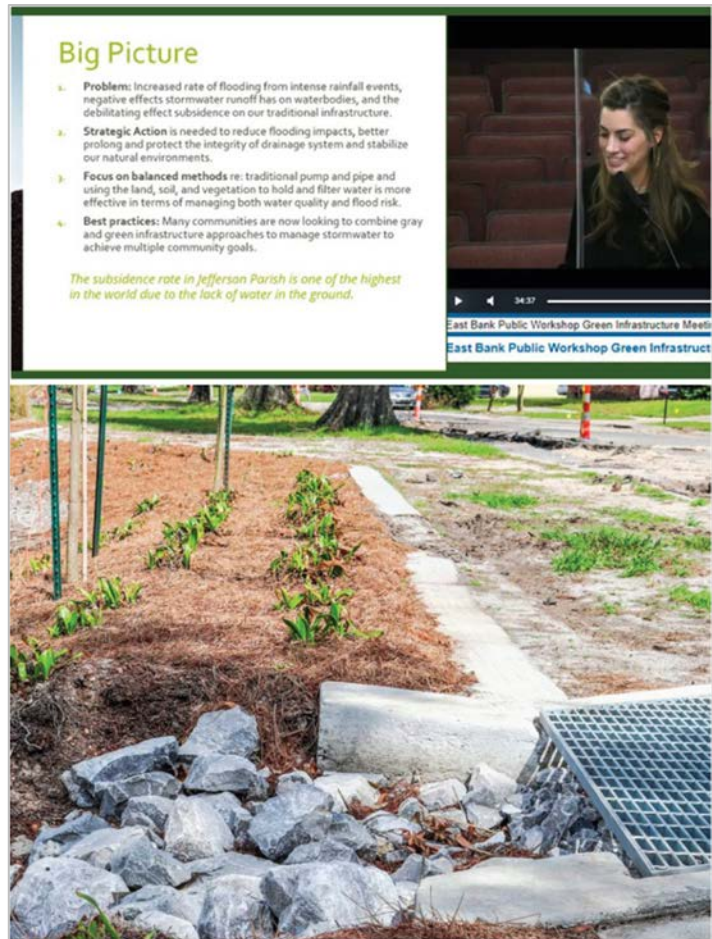


Image: Presentation of Green Infrastructure Plan findings and recommendations to the Jefferson Parish Planning Advisory Board. (Nov. 2021)

DESIRE LINE

III. Qualifications of Assigned Staff

1. Company History & Team Structure

1.1 What is a desire line?

In planning, architecture, and engineering fields, desire lines represent a record of civil disobedience, where pedestrians ignore formal routes in favor of short cuts, or more efficient (unplanned) paths in and around public or private spaces. They provide feedback to project designers on where people naturally walk and what may have been a more efficient route from one place to another. They represent human nature's boldness and desire for choice, and manifest in our environment as well-worn ribbons of dirt or beaten trails from a sidewalk.

1.2 Why Desire Line?

We understand the City—i.e., have built relationships and cultivated an understanding of the community and its character through our development of Mandeville Thrives 2045—which enables us to build upon this knowledge and dive into CLURO revisions more efficiently.

As local planners intimately familiar with the routine challenge of public service provision, we understand the culture of the City and that local staff are busy facilitating everyday processes. We pride ourselves on working independently while keeping staff engaged, aware, and informed of ongoing CLURO development efforts. As evidenced in this Proposal, the Desire Line Team is increasingly conscious of the need to work strategically, leverage ongoing efforts, adapt to public feedback, and complete tasks as directed by the City, where critical and sensitive decision-making is elevated and discussed deliberately throughout the project.

Providing comprehensive planning, grants, emergency management, watershed management, environmental, and floodplain management services across the Gulf South; the Desire Line Team represents the most focused, well-rounded, and action-oriented planning firm in the region capable of exceeding project expectations. If selected for award, the Team is committed to developing CLURO amendments that (1) reflect institutional knowledge from recently completed projects; (2) provide an accurate representation of the City's neighborhoods, tree canopy, and waterfront identity while accommodating responsible growth; and (3) advance quality of place and environmental stewardship by promoting land use predictability.

Our main priority will be to develop transparent and representative CLURO amendments that implement the Mandeville Thrives 2045 Comprehensive Plan and that enable broad public support for successful implementation activities in the years to come.

DESIRE LINE

2. Organizational Chart

Desire Line Team

Organizational Chart

○ Desire Line LLC

● N-Y Associates, Inc.



3. Resumes of Key Personnel

Refer to the following pages for resumes of key Desire Line and N-Y personnel that demonstrate the Team's qualifications to advance Mandeville CLURO revisions.

Desire Line has a demonstrated history of successfully drafting, adopting, and implementing focused and strategic planning projects at a variety of scales and maintains a strong understanding of local regulations, development challenges and opportunities, land development practices, application procedures, and acknowledges and adapts to each community's individual values and community character. Desire Line is the most qualified firm to provide the City of Mandeville with professional comprehensive code writing services to complete updated, design-focused, clear, and comprehensive CLURO amendments that will focus on preserving Mandeville's historic neighborhoods, tree canopy, and waterfront identity while maintaining responsible growth, strengthening environmental stewardship, and enhancing quality of place.

The Desire Line Team possesses a foundation built from public service with more than 65 years of collective urban and regional planning experience. It includes certified planners, certified floodplain managers, and experienced planners with master's in urban and regional planning with specializations in land use regulation, GIS and zoning map management, comprehensive planning, environmental planning, park planning, housing, finance, economic development, historic preservation, and outreach and engagement.

DESIRE LINE

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DESIRE LINE

Alexandra “Alex” Carter, AICP



Principal Planner / Certified Planner

EDUCATION

Master of Urban and Regional Planning, University of New Orleans, LA (2011); Bachelor of Fine Arts, Loyola University of New Orleans, LA (2009)

CERTIFICATIONS

American Institute of Certified Planners – 2016 to Present

YEARS OF EXPERIENCE:

With Firm: 4

Total: 16

PROFESSIONAL MEMBERSHIPS

Louisiana Floodplain Management Association - 2018 to Present

American Planning Association - 2009 to Present

Louisiana Chapter of APA - Metro Section Director, 2017 to 2019

National Small Business Association, 2021 to Present

PROFESSIONAL PROFILE

Mrs. Carter is a certified Planner with over 16 years of experience and founder of Desire Line. She has a history of excellence in managing complex, challenging projects that require enhanced logistics, strategic long-range planning, consensus building, project implementation, and focused efforts across multi-disciplinary teams. Her collaborative attitude and unprecedented work ethic have built strong, lasting relationships within and across state, regional, parish, and municipal entities.

Mrs. Carter’s skills in urban and regional planning include but are not limited to comprehensive and strategic code writing, housing and finance, technical writing and research, infographics development, data analysis, intergovernmental relations, outreach and communications, ArcGIS, SketchUp, InDesign, and the Microsoft Office suite. She has demonstrated a history of successfully applying these skills to advance the implementation of community plans, programs, and initiatives across Louisiana.

RELEVANT PROJECTS

- Adjudicated Properties Code Amendments, Website Launch, Forms, and Users Guide – Allen Parish, LA (2023)
 - Urban Fringe Zoning District, Map, & Master Service Agreement Development – Calcasieu Parish, LA (2022-2023)
 - Community Home Code Review & Code Amendments – City of Covington, LA (2023)
 - Comprehensive Code Ordinance (CLURO) Amendments – City of Mandeville, LA (2022-2023)
 - Land Use Code Rewrite & Planning Staff Augmentation – City of Slidell, LA (2022-2024)
 - Transient Lodging Study, including CSTRs – City of New Orleans, LA (2025)
 - Comprehensive Policies and Procedures & Road Manual – Allen Parish, LA (2024-2025)
 - Land Development Code Comprehensive Rewrite – DeSoto Parish, LA (2021)
 - Roadway Network & Resilience Study – Outreach Plan & Engagement Services – New Orleans Regional Planning Commission (2023-2024)
 - Comprehensive Plan, Code Amendments, & Capital Improvement Plan – St. James Parish, LA (2023-2026)
 - Resilient Housing Plan – St. John the Baptist Parish, LA (2023)
 - Unified Development Code Comprehensive Rewrite – St. Tammany Parish, LA (2021-2023)
 - Coastal Resilience Land Use and Mapping Study – St. Tammany Parish, LA (2023-2025)
 - Land Development Code Comprehensive Rewrite – West Feliciana Parish, LA (2021-2022)
-

DESIRE LINE

- PUD and Subdivision Code Updates – Town of Abita Springs, LA (2024-2025)
- Safe Streets for All Action Plan – Town of Abita Springs, LA (2024-2025)
- Comprehensive Plan and Capital Improvement Plan – St. James Parish, LA (2023-2025)
- Comprehensive Plan and Capital Improvement Plan – Tangipahoa Parish, LA (2023-2024)
- Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024-2025)

RELEVANT EXPERIENCE

Program Manager, Louisiana Watershed Initiative CDBG-MIT, Office of Community Development, Baton Rouge, Louisiana (2018 – 2021)

Managed the planning and expenditure of 1.2 billion in HUD Community Development Block Grant Mitigation funds to implement the Louisiana Watershed Initiative; Drafted and facilitated approval of the State's CDBG-MIT Master Action Plan for spending \$1.2B in federal funds; Advanced over \$700M in investments in statewide planning, projects, policies and improvements in science and data to reduce flood risk statewide.

Planning & Zoning Director, St. John Parish Council, Louisiana (2015 – 2018)

Managed more than 20 civil service and contract employees; Reviewed planning (including subdivision and PUD requests) permit, building code, business, trade, floodplain, and historic district applications; Managed projects and grants re: housing recovery, streetscape, rail, and sidewalk enhancements; Managed the operations of the Planning Commission, Zoning Board of Adjustments, Historic District Commission, and local violation Administrative Adjudication Hearing proceedings; Drafted code amendments that established the Coastal Zone Committee & Historic Preservation Commission; Updated nuisance, parking, landscaping, PUD, and subdivision codes.

Comprehensive Planner II, Jefferson Parish Planning Department, Louisiana (2009 – 2015)

Completed comprehensive land use studies, subarea plans, land use and zoning reports, and code amendments; Composed maps, managed special projects; and completed grant applications with a focus on advancing smart growth principles; Developed and implemented pedestrian-oriented districts with design standards along historic roads and commercial nodes, code amendments and graphics for special districts, parishwide clear vision areas, telecommunication towers, commercial vehicles, parking, and raised dwellings.

DESIRE LINE

Evelyn Campo, CFM



Project Manager, Certified Floodplain Manager

EDUCATION

Master of Urban and Regional Planning, University of New Orleans, LA (2013); Bachelor of Fine Arts, Savannah College of Art and Design, Savannah, GA (2010)

CERTIFICATIONS

Certified Floodplain Manager (CFM) 2013 to Present

YEARS OF EXPERIENCE:

With Firm: 4
Total: 15

PROFESSIONAL MEMBERSHIPS

American Planning Association or APA (2017- Present)

LFMA and Association of State Floodplain Managers or ASFPM (2013 – Present)

Louisiana American Planning Association - Advocacy and Outreach Officer (2018-2019)

Louisiana APA Outreach Officer (2018-2019), Metro Section Membership Coordinator (2017)

PROFESSIONAL PROFILE

Ms. Campo is a Certified Floodplain Manager (CFM) and Senior Planner with over 15 years of project management and multi-departmental governmental coordination experience. Ms. Campo's expertise is in identifying flood risk mitigation approaches for residential and infrastructure projects. She has coordinated with stakeholders and industry experts across Louisiana to build new "high and dry" neighborhoods, elevate existing housing stock, and provide flood protection for existing communities.

Ms. Campo has administered floodplain management regulations and conducted permit review and issuance in a number of jurisdictions across Louisiana. She has used expertise in this area to improve development regulations for communities adapting to increasing flood risk and has helped communities find grants to support their infrastructure and housing challenges.

Areas of specialization include innovative floodplain management, mitigating housing for future flood risk, zoning and land development standards, ArcGIS, coastal land development regulations, community participation and flood risk education, manufactured housing, coastal restoration, and flood risk reduction infrastructure.

RELEVANT PROJECTS

- Comprehensive Code Ordinance (CLURO) Amendments – City of Mandeville, LA (2022-2023)
- Land Use Code Rewrite & Planning Staff Augmentation – City of Slidell, LA (2022-2024)
- Transient Lodging Study, including CSTRs – City of New Orleans, LA (2025)
- Land Development Code Comprehensive Rewrite – DeSoto Parish, LA (2021)
- Roadway Network & Resilience Study – Outreach Plan & Engagement Services – New Orleans Regional Planning Commission (2023-2024)
- Comprehensive Plan, Code Amendments, & Capital Improvement Plan – St. James Parish, LA (2023-2026)
- Comprehensive Policies and Procedures & Road Manual – Allen Parish, LA (2024-2025)
- Unified Development Code Comprehensive Rewrite – St. Tammany Parish, LA (2021-2023)
- Coastal Resilience Land Use and Mapping Study – St. Tammany Parish, LA (2023-2025)
- Resilient Housing Plan – St. John the Baptist Parish, LA (2023)
- Comprehensive Subdivision Code Amendments – Terrebonne Parish, LA (2023-2024)
- Land Development Code Comprehensive Rewrite – West Feliciana Parish, LA (2021-2022)
- Comprehensive Plan and Capital Improvement Plan – St. James Parish, LA (2023-2025)
- Comprehensive Plan and Capital Improvement Plan – Tangipahoa Parish, LA (2023-2024)
- Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024-2025)

DESIRE LINE

RELEVANT EXPERIENCE

Resilient Planning Specialist, Louisiana Watershed Initiative CDBG-MIT, Office of Community Development, Baton Rouge, Louisiana (2018 – 2021)

Worked with Mrs. Carter to manage, plan, and program the expenditure of 1.2 billion in HUD Community Development Block Grant Mitigation funds to implement the Louisiana Watershed Initiative; Drafted and implemented LWI statewide programs, policies, and standard operating procedures.

Zoning Regulatory Administrator and Floodplain Manager, St. John Parish Council, Louisiana (2016 – 2018)

Managed updates to the local land development code and comprehensive plan; Processed land use petitions including subdivision and PUD requests; Provided project area property level information and analysis; Composed maps, statistical analysis, studies, grant applications, as well as zoning text, map and area studies; Regularly edited, corrected, and maintained GIS and other local record keeping systems.

Comprehensive Planner II, Jefferson Parish Planning Department, Louisiana (2011 – 2016)

Developed code amendments (including staff reports, presentations, and graphics) that advanced improved landscaping standards and smart growth principles in Fat City and along Metairie Road; Completed land use studies; Maintained the zoning map; Drafted proposed development standards; Compiled land use, demographic, and environmental data for reports using GIS and field surveys.

DESIRE LINE

Tara Lambeth, PhD, AICP, CFM



Planning Director, Certified Planner & FPM

EDUCATION

PhD, Urban Studies, University of New Orleans, LA;
MS, City and Regional Planning, Pratt Institute, NY;
Bachelor of Fine Arts, Film &
Television/Dramatic Writing, New York University, NY

YEARS OF

EXPERIENCE:

With Firm: 1

Total: 14

CERTIFICATIONS

Certified Planner (AICP) 2019 to Present

Certified Floodplain Manager (CFM) 2014 to Present

PROFESSIONAL MEMBERSHIPS

American Planning Association (2009 - Present)

Louisiana Floodplain Management Association and Association of State Floodplain Managers (2014-Present)

PROFESSIONAL PROFILE

Dr. Lambeth is a Certified Planner and Certified Floodplain Manager with 14 years of experience in community resilience, hazard mitigation, floodplain management, and adaptation planning. Her professional experience also includes planning, permitting, floodplain management, coastal management, grant management, and community education and outreach.

Areas of specialization include applied social science research, evaluation, Geographic Information Systems, stormwater management, urban planning, and urban studies.

RELEVANT PROJECTS

- Comprehensive Plan, Code Amendments, & Capital Improvement Plan – St. James Parish, LA (2023-2026)
 - Resilient Housing Plan – St. John the Baptist Parish, LA (2023)
 - Coastal Resilience Land Use and Mapping Study – St. Tammany Parish, LA (2023-2025)
 - PUD and Subdivision Code Updates – Town of Abita Springs, LA (2024-2025)
 - Safe Streets for All Action Plan – Town of Abita Springs, LA (2024-2025)
 - Comprehensive Plan and Capital Improvement Plan – St. James Parish, LA (2023-2025)
 - Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024-2025)
 - Targeted Market Study, Alliance to St. Jude – Plaquemines Parish, LA (2025)
 - Transient Lodging Study, including CSTRs – City of New Orleans, LA (2025)
-

RELEVANT EXPERIENCE

Planning and Zoning Director, St. John the Baptist Parish Council, Louisiana (2022 – 2024)

Directed the Permits, Code Enforcement, and Coastal and Water Management Divisions, coordinated and administered local, state, and federal planning policies and procedures, managed resilience projects for coastal protection and restoration, complete streets, ecotourism, green infrastructure, stormwater management, housing, and historic preservation, identified grant and project opportunities, and led damage assessment activities after disaster events.

Coastal & Water Management Division Lead, St. John Parish Council, Louisiana (2021 – 2022)

Ensured compliance with the National Flood Insurance Program, Community Rating System, Louisiana Coastal Zone Management Act, and the Parish's Municipal Stormwater Sewer System permit, worked to advance coastal and water management goals through collaboration with federal, state, and nonprofit partners, and participated in damage assessment following disaster events.

DESIRE LINE

Assistant Director of Planning and Zoning, Terrebonne Parish Government, Louisiana (2019 – 2021)

Supervised the Regulatory Division of the Planning and Zoning Department, coordinated and administered local, state, and federal floodplain management policies and procedures, coordinated and administered the Community Rating System program, participated in disaster management and damage assessments during disaster events, and conducted community outreach and engagement for planning projects.

Assistant Director and Research Professor, The University of New Orleans Center for Hazards Assessment, Response and Technology, Louisiana (2014 – 2019)

Drafted, analyzed, and updated plans, policies, and strategies for multiple parishes and the state, performed process and outcome evaluations of community engagement planning processes, researched, wrote, and edited grant proposals, and managed local, state, and federal grants, taught graduate level planning courses for the Department of Planning and Urban Studies, designed presentations, guidebooks, plans, strategies, and illustrations for planning projects, and created brochures, posters, and manuals for outreach and promotions.

DESIRE LINE

Jared Carter



Financial Coordinator, Disaster Recovery Specialist

EDUCATION

BS, Sociology, Loyola University of New Orleans (2007)

National Register EMT, Delgado Community College, New Orleans, LA (2013)

YEARS OF EXPERIENCE:

With Firm: 4

Total: 18

PROFESSIONAL PROFILE

Mr. Carter is a 16-year retired Captain of the New Orleans Fire Department Heavy Rescue Unit, where he managed major emergency response efforts in New Orleans and across the country, including search and rescue operations, damage assessments, fire house budgets, payroll, staff, data collection and analysis, and department initiatives. At Desire Line, he plays a critical role in disaster recovery and management services, training and field team management, financial management, team logistics, project management, and budget coordination. He is an Emergency Response Expert, Financial Analyst, Budget Coordinator, Project Manager, Field Team Manager, Research Analyst, and Emergency Response Trainer.

RELEVANT PROJECTS

Substantial Damage Estimates - Terrebonne Parish Consolidated Government, LA

Mr. Carter built, coordinated, and led teams that performed in the field data collection for Substantial Damage Estimates (SDE) in accordance with FEMA requirements. He also QA/QC'd data collected. Jared managed invoices and contractor times, and dispersed funds where appropriate. He also worked with Terrebonne Parish Planning and Permitting staff in fulfillment of completing all FEMA requirements for SDE work. (11/2021 – 3/2022)

Substantial Damage Estimates - City of Kenner, LA

Desire Line supported the completion of FEMA substantial damage determinations in coordination with the City of Kenner Code Enforcement staff in fulfillment of minimum NFIP requirements. Mr. Carter was the lead manager of the field data collection teams in support of this project. (1/2022 – 3/2022)

Resilient Housing Plan - St. John the Baptist Parish, LA

Oversaw invoice management, provided budget oversight, and project alignment with approved scope of work and services.

2045 Comprehensive and Capital Improvement Plan – Tangipahoa Parish, LA

Oversaw invoice management, provided budget oversight, and project alignment with approved scope of work and services.

Unified Development Code - St. Tammany Parish, LA

Oversaw invoice management, provided budget oversight, and project alignment with approved scope of work and services.

Mandeville Thrives 2045 Comprehensive Plan – Mandeville, LA

Supported in-person meetings and focus group logistics, materials printing, and meeting supplies to ensure they ran smoothly; oversaw invoice management and provided budget oversight.

DESIRE LINE

Walter “Eric” Lundin, CFM



Senior Planner, Certified Floodplain Manager

EDUCATION

Master of Urban and Regional Planning, University of New Orleans, LA (2012); Master of Operational Studies, U.S. Marine Corps Command and Staff College (2002)
Master of Military Studies, U.S. Marine Corps Command and Staff College (2001); Bachelor of Arts, Political Science, Tulane University, LA (1987)

CERTIFICATIONS

Certified Floodplain Manager (CFM) 2013 to Present

YEARS OF EXPERIENCE:

With Firm: 2.5

Total: 35

PROFESSIONAL MEMBERSHIPS

- APA LA Metro Section Treasurer (2012-2014)
- Association of State Flood Plain Managers and the LFMA (2014 to present)
- American Planning Association (2009 to Present)
- Plaquemines Association of Business and Industry (2020 to Present)
- Louisiana Trust for Historic Preservation (2012 to Present)
- Member Rotary International, Belle Chasse, LA Chapter (2020 to Present)

PROFESSIONAL PROFILE

Mr. Lundin is a retired U. S. Marine Corps Lieutenant Colonel with 37 years of experience as a planner and floodplain manager in both the public and private sectors. While serving as a planner in the Marine Corps, Mr. Lundin was assigned as the Chief of Plans for two different multinational organizations – Combined Joint Task Force Horn of Africa and Multi-National Force West in Al Anbar Province, Iraq. From 2012 to 2019, Mr. Lundin worked as a planner and then as Director of Planning and Building Safety for the City of Slidell, Louisiana.

He has led numerous planning efforts spanning military site planning, water and wastewater projects, land use and zoning, economic development, transportation, floodplain management, historic preservation, and local code development and comprehensive rezoning efforts. Mr. Lundin has a demonstrated history of success working with community groups, as well as the interpersonal skills needed to build consensus around long-term community goals and objectives.

RELEVANT PROJECTS

- Land Development Code Comprehensive Rewrite – DeSoto Parish, LA (2021)
- Roadway Network & Resilience Study – Outreach Plan & Engagement Services – New Orleans Regional Planning Commission (2023-2024)
- Comprehensive Policies and Procedures & Road Manual – Allen Parish, LA (2024-2025)
- Comprehensive Plan, Code Amendments, & Capital Improvement Plan – St. James Parish, LA (2023-2026)
- Unified Development Code Comprehensive Rewrite – St. Tammany Parish, LA (2021-2023)
- Land Development Code Comprehensive Rewrite – West Feliciana Parish, LA (2021-2022)
- PUD and Subdivision Code Updates – Town of Abita Springs, LA (2024-2025)
- Comprehensive Plan and Capital Improvement Plan – St. James Parish, LA (2023-2025)
- Comprehensive Plan and Capital Improvement Plan – Tangipahoa Parish, LA (2023-2024)
- Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024-2025)

DESIRE LINE

Kara Dudek-Mizel, AICP, GIP



*Planning & Engagement Director,
Certified Drone Operator, Certified Planner*

YEARS OF EXPERIENCE:

With Firm: 2

Total: 10

EDUCATION

Bachelor of Arts in Urban and Regional Planning,
University of Illinois at Urbana-Champaign, IL (2015)

PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS

- American Planning Association (2012 to Present)
- Climate for Health Ambassador EcoAmerica (2021 to Present)
- Remote Pilot Certificate Federal Aviation Administration (2021 to Present)
- Certified Planner (AICP) 2019 to Present
- Green Infrastructure Practitioner (GIP); National Green Infrastructure Certification Program (2020 to Present)

PROFESSIONAL PROFILE

Ms. Dudek-Mizel is an accomplished planner, GIS specialist, Grants Analyst, and Green Infrastructure Subject Matter Expert. She has extensive experience implementing planning projects and processes, submitting and managing grants, developing targeted funding strategies, and leading community engagement. Prior to working with Desire Line, she was a Park Planner for the Urbana Park District in Illinois where she applied for and secured multiple grants, while completing master plans, accessibility updates, and community outreach and engagement processes. As a former instructor at the University of Illinois and as a Climate Ambassador volunteer, she continuously demonstrates a commitment to public involvement and teaching.

RELEVANT EXPERIENCE

- Safe Streets for All Action Plan – Town of Abita Springs, LA (2024-2025)
- Roadway Network & Resilience Study – Outreach Plan & Engagement Services – New Orleans Regional Planning Commission (2023-2024)
- Comprehensive Plan, Code Amendments, & Capital Improvement Plan – St. James Parish, LA (2023-2026)
- PUD and Subdivision Code Updates – Town of Abita Springs, LA (2024-2025)
- Comprehensive Plan and Capital Improvement Plan – St. James Parish, LA (2023-2025)
- Comprehensive Plan and Capital Improvement Plan – Tangipahoa Parish, LA (2023-2024)
- Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024-2025)
- Land Development Code Updates – City of Covington, LA (2025)
- Zoning Map and Code Overhaul – Town of Abita Springs, LA (2025)

DESIRE LINE

Hannah Rachlis, CFM



Planner II, Certified FPM, GIS Analyst

EDUCATION

Master of Urban and Regional Planning, University of New Orleans, LA (2024); Bachelor of Science, University of Illinois at Champaign-Urbana, IL (2020)

PROFESSIONAL MEMBERSHIPS

American Planning Association, Louisiana Chapter (2020 – Present)
Association of State Floodplain Managers (2024 – Present)
Louisiana Floodplain Management Association (2022 – Present)

YEARS OF EXPERIENCE:

With Firm: 3
Total: 5

PROFESSIONAL PROFILE

Hannah is a Planner II, GIS Specialist, and Grants Analyst at Desire Line. She excels at data collection, mapping, meeting coordination, infographics, and technical writing. Hannah has a unique affinity for conducting detailed research, technical writing, and mapping. Her enthusiasm for these workflows has been critical to the successful execution of many of Desire Line's projects and initiatives. Hannah is experienced in floodplain management, environmental and community planning, project logistics, inter-agency communication, program development, technical code writing, green infrastructure, and policy development. Prior to her work at Desire Line, Hannah completed research projects on Louisiana water infrastructure, coordinated community events, and developed successful grant applications.

RELEVANT PROJECTS

- Comprehensive Policies and Procedures & Road Manual – Allen Parish, LA (2024-2025)
- Adjudicated Properties Code Amendments, Website Launch, Forms, and Users Guide – Allen Parish, LA (2023)
- Resilient Housing Plan – St. John the Baptist Parish, LA (2023)
- Unified Development Code Comprehensive Rewrite – St. Tammany Parish, LA (2021-2023)
- Coastal Resilience Land Use and Mapping Study – St. Tammany Parish, LA (2023-2025)
- Comprehensive Plan and Capital Improvement Plan – St. James Parish, LA (2023-2025)
- Comprehensive Plan and Capital Improvement Plan – Tangipahoa Parish, LA (2023-2024)
- Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024-2025)
- Louisiana Watershed Initiative Region 6 Plan Development –South Central Planning and Development Commission (2025)
- CRS and Repetitive Loss Area Analyses – Slidell, LA (2025)

DESIRE LINE

Matt Wilson



Planner II, GIS Analyst, Mapping Lead

EDUCATION

Master of Urban and Regional Planning, University of New Orleans, LA (2024); focus on Housing and Community Development, GIS; Bachelor of Public Administration, University of South Florida, FL (2022); focus in Public Administration and Urban Studies; Associate Arts, St. Petersburg College, FL (2020); focus on survey architecture and humanities.

YEARS OF EXPERIENCE:

With Firm: 2
Total: 3

PROFESSIONAL MEMBERSHIPS

American Planning Association, Louisiana Chapter - (2020 – Present)

PROFESSIONAL PROFILE

Mr. Wilson is a Planner II and GIS Specialist at Desire Line, with a Masters in Urban and Regional Planning, and experience working within a local planning department, urban studies, and public administration. He is proficient in ESRI based Geographic Information Systems (GIS) with experience in both ArcMap and ArcPro; highly effective at code writing and public communication; seeks challenging projects; and excels in difficult situations. His background as a former Graduate Assistant with the Jefferson Parish Planning Department and history of work in the hospitality sector interacting with the public has equipped Matt with a very approachable attitude that elevates strong research findings and recommendations, making for more impactful project outcomes.

RELEVANT PROJECTS

- Comprehensive Rezoning – City of Slidell, LA (2022-2024)
- Mapping for Transient Lodging Study, including CSTRs – City of New Orleans, LA (2025)
- Roadway Network & Resilience Study – Outreach Plan & Engagement Services – New Orleans Regional Planning Commission (2023-2024)
- PUD and Subdivision Code Updates – Town of Abita Springs, LA (2024-2025)
- Comprehensive Plan and Capital Improvement Plan – St. James Parish, LA (2023-2025)
- Comprehensive Plan and Capital Improvement Plan – Tangipahoa Parish, LA (2023-2024)
- Mapping for Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024-2025)

RELEVANT EXPERIENCE

Graduate Assistant - Jefferson Parish Planning Department, Jefferson, Louisiana (2022–2024)

Worked across multiple department divisions; completed independent and collaborative work on long-range planning projects, including area studies and text amendments. Projects involved regular interaction with the public on current subdivision and rezoning cases, zoning clearances processes, subdivision and title research, community outreach on long-range planning initiatives, presenting cases and projects to department staff for internal discussion and during official public hearings, maintenance and editing of Parish GIS data in both ArcPro and ArcMap, and compilation of research and data analysis into technical reports to the Planning Advisory Board and Parish Council.

DESIRE LINE

Mary Simmons, MPH



Environmental Specialist, Outreach Analyst

EDUCATION

Master of Public Health and
Disaster Management, Tulane
University, LA (2025); Bachelor of Biological
Sciences, University of New Orleans, LA (2017)

YEARS OF EXPERIENCE:

With Firm: 1
Total: 5

PROFESSIONAL MEMBERSHIPS

Louisiana Volunteers in Action (2020 to Present)

PROFESSIONAL PROFILE

Ms. Simmons is a Research Analyst and Technical Writer with Desire Line with a Masters in Public Health in Disaster Management and Environmental Health. Ms. Simmons supports environmental review processes, has specialized skills in assessing and planning to mitigate public sewer and infrastructure impacts on the natural environment, community outreach and engagement, and CDBG-DR grant compliance and monitoring. Her background in clinical research and in the service and hospitality sector has honed her ability to affably engage and interact with the public, enhancing her research findings, recommendations, and project outcomes.


RELEVANT PROJECTS *with Desire Line*

- Development of Sketchup graphics for Transient Lodging Study – New Orleans City Planning Commission, LA (2025)
- Comprehensive Plan and Capital Improvement Plan – City of Mandeville, LA (2024 – 2025)
- City of Covington Comprehensive Code Update – City of Covington, LA (2024 – 2026)
- Future Transportation Study - Regional Planning Commission, St. Bernard Parish, LA (2023 – 2024)
- Code Amendments and Capital Improvement Plan, St. James Parish, LA (2023 – 2025)

RELEVANT EXPERIENCE

Tulane Center for Clinical Research, Clinical Research Coordinator II (2020 - 2025)

Worked on a diverse selection of projects including but not limited to experimental vaccine trials, NIH sponsored studies and gender health equity studies. Work on these projects included coordination of participant study visits, participant recruitment and retainment, community outreach, meeting and maintaining regulatory standards as set by internal and IRB entities, collection, maintenance and shipment of human bio samples, maintaining lab and safety protocols and good clinical practice, and acting as liaison between study sponsors, investigators, department managers, and study participants.

RESUMES	
a. Name and title Bruce Richards, AICP, PTP, NGICP	 b. Project assignment Project Manager / Urban and Land Use Planning
c. Name of firm by which employed full time N-Y Associates, Inc.	d. Years experience: With this firm: 26 With other firms: 11
e. Education: Degree(s) / Years / Specialization Master of City Planning/1989 Bachelor of Sciences/1986/Political Science	f. Active registration: Year registered: 1999 Branch: AICP State: LA License No.: 126106 PTP No. 643; GIP No. 974
g. Other experience and qualifications relevant to the proposed project:	
<p>Mr. Richards offers 37 years planning experience in the areas of land use and zoning feasibility studies, transportation planning, master plans, environmental assessments & impact statements, research and operations studies, traffic impact studies, and noise mitigation.</p> <p>Mr. Richards has completed the NHI Course No. 142005, "National Environmental Policy Act (NEPA) and Transportation Decision Making" and the course on Section 106 of the National Preservation Act offered by the Advisory Council on Historic Preservation.</p>	
<div style="background-color: #e0e0e0; padding: 2px; text-align: center;">LAND USE PLANNING AND ZONING</div> <p>Establishment of an Overlay Zone, Development Standards, and Capital Improvement Recommendations to Improve US Hwy 90 Corridor; St. Charles Parish, LA: N-Y provided services for the establishment of an overlay zone and development standards for an approximately 4-mile portion of US Highway 90 within the areas of Luling and Boutte. The overlay zone and development standards are being used to guide future development and encourage beautification through improved site, building, and landscaping design, and pedestrian and vehicle safety through improved access and traffic circulation.</p> <p>Implementation of the Lafreniere Sub-Area Plan; Jefferson Parish, LA: A sub-area plan for the Lafreniere Park area on the Parish's east bank. The study included research and planning to prepare amendments to the zoning map and zoning text necessary for the economic revitalization and redevelopment of the Lafreniere Park area, most notably creation of a new TCMU Zoning district with new signage regulations.</p> <p>Bucktown Neighborhood Plan; Jefferson Parish, LA: Neighborhood plan to address issues regarding future redevelopment, land use, traffic and recreation. This award-winning plan included a substantial public participation component; coordination with the Parish's overall master planning efforts; and the creation of two new site-specific mixed-use zoning districts, each with new signage regulations.</p> <p>St. Tammany Parish Comprehensive Pedestrian and Bicycle Master Plan; St. Tammany Parish, LA: St. Tammany Parish Comprehensive Pedestrian and Bicycle Plan is addressing the existing deficiencies and assessing further expansion of walking and bicycling infrastructure to make the Parish a safer place for these activities.</p> <p>North Slidell Revitalization Plan; St. Tammany Parish, LA: N-Y is developed a revitalization plan to: 1) identify and assess the infrastructure of the study area, as well as existing and future land uses; 2) propose infrastructure improvements and land use solutions that will support the revitalization of the area; and 3) identify potential community amenities and enhancements that will contribute to the sense of community and quality of life for the neighborhood.</p> <p>East Lacombe Area Land Use and Transportation Scenario Planning Study; St. Tammany Parish, LA: A land use and transportation study which involved scenario planning for alternative land use and will be coordinated with the Parish's on-going Transportation Master Plan update. N-Y's tasks as a major subconsultant included: Establishing and supporting a project management committee; preparation of a demographic and economic profile for the study area; gathering data on infrastructure and utilities; assisting with conceptual development of land use and transportation scenarios; preparing conceptual cost estimates for infrastructure improvements (utilities and transportation); evaluation of alternatives.</p> <p>Land Use and Transportation Visioning Plan 2008; St. Bernard and Plaquemines Parishes: Development of a vision statement and production of a conceptual land use plan and a conceptual major thoroughfare plan for each parish, post-Hurricane Katrina.</p> <p>West End Redevelopment, Phases 1 & 2; Orleans & Jefferson Parishes, LA: An award-winning Smart Growth-based redevelopment plan. <i>Phase 1:</i> Land Use and Site Plan Analysis which resulted in a consensus site plan alternative incorporating principles of Smart Growth. <i>Phase 2:</i> Economic Development Study determining the appropriate amount of retail, office, hotel and residential units that can be absorbed within the study area.</p> <p>Site Program, Master Site Plan for Hope Haven Site; Jefferson Parish, LA: Master planning for the redevelopment of the existing 27-acre Hope Haven site on the Parish's west bank. The project includes coordinating and guiding the efforts of a Stakeholder Task Force; developing a conceptual program for the use of existing Hope Haven property and buildings; developing a master site plan; preparing and conducting public meetings.</p> <p>Environmental Assessment for LA 1088 Interchange, Route I-12; St. Tammany Parish, LA: Environmental Assessment for the addition of a fully directional interchange to Interstate 12 at LA 1088. <i>This project included Environmental Site Assessments, Risk Assessments, Wetlands Evaluation and Delineation, and Regulatory/Permits Research in compliance with NEPA.</i></p>	

Bruce Richards, AICP, PTP, NGICP (Page 2)

INFRASTRUCTURE AND TRANSPORTATION PLANNING

New Orleans Medical District Land Use, Transportation and Infrastructure Master Plan; New Orleans, LA: Master Planning for the redevelopment of the Medical District, post-Hurricane Katrina, including facilitation of a Project Advisory committee, community outreach, a comprehensive asset inventory of District infrastructure, a plan for transportation network integration and a Land Use study and plan that included an urban design vision for the district.

East-West Corridor Multi-Modal Environmental Impact Statement; Jefferson, Orleans, and St. Charles Parish, LA: An Environmental Impact Statement, including alignment studies and impact analysis of the build alternatives necessary to obtain a Record of Decision for this multi-modal transit and highway corridor. N-Y's work focused on the development of Airline Highway widening alternatives (six and eight lane) and new at-grade and elevated expressway alternatives (six & eight lanes with four lane service roads). *This project included Environmental Site Assessments, Risk Assessments, Wetlands Evaluation and Delineation, and Regulatory/Permits Research in compliance with NEPA.*

Strategic Master Plan for the Port of Gulfport, Gulfport, MS: N-Y is assisting WSP in the completion of a Strategic Master Plan for the Port of Gulfport, MS. N-Y is responsible for work within the following tasks: Stakeholder Outreach; Existing Conditions Assessment; Traffic Analysis; Land Use Planning; Capital Planning; and Plan Report.

As-Needed NEPA Support Services for the Port of New Orleans, New Orleans, LA: Completion of NEPA support tasks associated primarily with the environmental clearance process for the Port of New Orleans Expansion into St. Bernard Parish and the development of a multimodal container terminal. N-Y was responsible for general assistance and managing specific tasks such as wetlands delineation and cultural resources surveys. N-Y also completed an environmental support task for the Port's Jourdan Road terminal.

Stage 0 Feasibility Study, Firetower Road/LA 445 Corridor Study; Tangipahoa Parish, LA: The purpose of this study is to determine the high level costs, feasibility and potential environmental concerns of two (2) projects in the Bedico area of Tangipahoa Parish: a new Interchange at Firetower Road and I-12 and potential improvements to the existing I-12 Interchange at LA Hwy 445.

Environmental Assessment for Ambassador Caffery Parkway (Willow Road to Carencro); Lafayette Parish, LA: A Line and Grade Study and Environmental Evaluation, and an Environmental Assessment for an extension of Ambassador Caffery Parkway, a major North-South thoroughfare in Lafayette Parish. The total length of the project is approximately eight (8) miles, including tie-ins to two (2) existing interchanges at I-10 and I-49, with improvements to the Interchange at I-10. *This project included Environmental Site Assessments, Risk Assessments, Wetlands Evaluation and Delineation, and Regulatory/Permits Research in compliance with NEPA.*

Environmental Assessment for LA 3234 Extension (LA 1065 to Hammond Airport); Tangipahoa Parish, LA: A Stage 1 Environmental Assessment (including Concept Engineering Design) for extending LA 3234. *This project includes Environmental Site Assessments, Risk Assessments, Wetlands Evaluation and Delineation, and Regulatory/Permits Research in compliance with NEPA.*

Environmental Assessment for US 51 (LA 22 to Club Deluxe Road); Tangipahoa Parish, LA: A Stage 1 Environmental Assessment (including Concept Engineering Design) for added capacity and intersection improvements to US 51. *This project includes Environmental Site Assessments, Risk Assessments, Wetlands Evaluation and Delineation, and Regulatory/Permits Research in compliance with NEPA.*

Project Management Support for Flood Risk Management Risk Consequence Data: The collection of performance measure data for approximately 25 Flood Risk Management (FRM) projects throughout the MVN area of responsibility, including projects in the feasibility study, design and construction phases. *Responsibilities include reviewing existing FRM risk consequence data, updating existing FRM risk consequence data, and fact sheet documentation of FRM risk consequence data.*


Environmental Impact Statement (EIS) and Interchange Justification Report (IJR) for US 61 at Reserve to I-10 Port Connector Road for the Port of South Louisiana and St. John the Baptist Parish, LA: EIS for new roadway and bridge alternatives for port, commercial and local traffic to connect US 61 to I-10 in St. John Parish. Identification of the preferred alternative, which includes a new I-10 interchange in St. John Parish, required an IJR to be prepared concurrently with the preparation of the Final Environmental Impact Statement (FEIS). *This project includes Environmental Site Assessments, Risk Assessments, Wetlands Evaluation and Delineation, and Regulatory/Permits Research in compliance with NEPA.*

MEMBERSHIPS & ASSOCIATIONS

- American Planning Association
- American Institute of Certified Planners
- Professional Transportation Planner
- Green Infrastructure Practitioner

RESUMES	
a. Name and title Lydia Jemison, AICP	b. Project assignment Urban and Land Use Planning
c. Name of firm by which employed full time N-Y Associates, Inc.	d. Years experience: With this firm: <u>22</u> With other firms: <u>25</u>
e. Education: Degree(s) / Years / Specialization Master of Urban and Regional/1988	f. Active registration: Year registered: <u>2001</u> Branch: <u>AICP</u> State: <u>LA</u> License No.: <u>016414</u>
g. Other experience and qualifications relevant to the proposed project:	
<p>Ms. Jemison has 47 years of experience in Urban and Transportation Planning including environmental impact statements and environmental assessments; site and master planning; land use planning and zoning recommendations; economic development studies; community outreach programs; research operations studies and grant applications for capital improvements. She also has extensive experience working on NEPA transportation planning projects.</p>	
<div> <div> LAND USE PLANNING AND ZONING </div> <div> <p>Establishment of an Overlay Zone, Development Standards, and Capital Improvement Recommendations to Improve US Hwy 90 Corridor; St. Charles Parish, LA: N-Y provided services for the establishment of an overlay zone and development standards for an approximately 4-mile portion of US Highway 90 within the areas of Luling and Boutte. The overlay zone and development standards are being used to guide future development and encourage beautification through improved site, building, and landscaping design, and pedestrian and vehicle safety through improved access and traffic circulation.</p> <p>Implementation of the Lafreniere Sub-Area Plan; Jefferson Parish, LA: A sub-area plan for the Lafreniere Park area on the Parish's east bank. The study included research and planning to prepare amendments to the zoning map and zoning text necessary for the economic revitalization and redevelopment of the Lafreniere Park area, most notably creation of a new TCMU Zoning district with new signage regulations.</p> <p>Bucktown Neighborhood Plan; Jefferson Parish, LA: Neighborhood plan to address issues regarding future redevelopment, land use, traffic and recreation. This award-winning plan included a substantial public participation component; coordination with the Parish's overall master planning efforts; and the creation of two new site-specific mixed-use zoning districts, each with new signage regulations.</p> <p>St. Tammany Parish Comprehensive Pedestrian and Bicycle Master Plan; St. Tammany Parish, LA: St. Tammany Parish Comprehensive Pedestrian and Bicycle Plan is addressing the existing deficiencies and assessing further expansion of walking and bicycling infrastructure to make the Parish a safer place for these activities.</p> <p>Land Use and Transportation Visioning Plan 2008; St. Bernard and Plaquemines Parishes: Development of a vision statement and production of a conceptual land use plan and a conceptual major thoroughfare plan for each parish, post-Hurricane Katrina.</p> </div> </div>	
<div> <div> INFRASTRUCTURE AND TRANSPORTATION PLANNING </div> <div> <p>New Orleans Medical District Land Use, Transportation and Infrastructure Master Plan; Orleans Parish, LA: Master Planning for the redevelopment of the Medical District, post-Katrina including facilitation of a Project Advisory committee, community outreach, a comprehensive asset inventory of District infrastructure, a plan for transportation network integration and a Land Use study and plan that included an urban design vision for the district.</p> <p>Environmental Assessment for US 51 (LA 22 to Club Deluxe Road); Tangipahoa Parish, LA: Stage 1 Environmental Assessment, including Concept Engineering Design, for added capacity and intersection improvements.</p> <p>Environmental Assessment for Hooper Road Extension (LA 408); East Baton Rouge and Livingston Parishes, LA: Engineering, Environmental, and Planning services for a Stage 1 Environmental Assessment (including Concept Engineering Design) for improvements and extension of Hooper Road (LA 408). The project also addressed the LADOTD Complete Streets Policy, and the preferred alternative conceptual design included new sidewalks and 8 ft. wide shoulders suitable for bicycling on the widened portion of Hooper Road.</p> <p>➤ With Other Firms</p> <p>Paul Maillard Corridor Revitalization Plan; St. Charles Parish, LA: A corridor revitalization plan to revive an existing state highway (LA Hwy 52) and the surrounding rural neighborhoods. Ms. Jemison was responsible for establishing a framework for zoning, development regulations, blight eradication, permitting policies and identify amendments to local codes.</p> </div> </div>	
<div> <div> MEMBERSHIPS & ASSOCIATIONS </div> <div> <ul style="list-style-type: none"> American Planning Institute American Institute of Certified Planners </div> </div>	

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PROJECT EXPERIENCE					
N-Y ASSOCIATES, INC.					
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address	d. Length of Services (Start – Completion)	e. Estimated Cost (thousands)	
				Entire Project	Work which firm was/is responsible
1. Overlay Zone, Development Standards and Capital Improvement Recommendations to Improve the US Hwy 90 Corridor; St. Charles Parish, LA	<ul style="list-style-type: none"> Master Planning Public Outreach 	St. Charles Parish Dept. of Planning & Zoning 14996 River Road Hahnville, LA 70057 Contact: Michael Albert, Director (985) 783-5060	2023 – 2024 <div> Key Personnel: B. Richards, AICP, PTP L. Jemison, AICP J. Simmons, PE M. Nicoladis, EI, MBA D. Voss, NICET </div>	\$150 (fee)	100%
<p>N-Y provided services for the establishment of an overlay zone and development standards for an approximately 4-mile portion of US Highway 90 within the areas of Luling and Boutte. The overlay zone and development standards are being used to guide future development and encourage beautification through improved site, building, and landscaping design, and pedestrian and vehicle safety through improved access and traffic circulation. N-Y also examined and provided preliminary recommendations for planned/possible capital improvements within the U.S. Hwy 90 corridor, including <u>landscaping, complete streets, access management (both median AND curbside), street lighting, and drainage improvements.</u></p> <p>N-Y's specific tasks included:</p> <ul style="list-style-type: none"> Review and analysis of previous and ongoing planning documents; and the current zoning ordinance; Collection and analysis of signage data, and making develop preliminary recommendations for fair and reasonable sign regulations and standards; Analysis of the Relationships between Land Use, Zoning and Transportation, Including Planned/Possible Capital Improvements; Coordination and Outreach; including Parish Official/Parish Staff/Stakeholder Meetings, Public Informational Meetings, and presentations at Parish Planning Commission Meetings and Parish Council Meetings; Develop recommendations for zoning/land use amendments, including development of commercial overlay district; Preparing an overall plan report including specific zoning and comprehensive plan amendments. 					

End of resumes and qualifications of assigned staff.

IV. Firm's Ability to Complete Work

The Desire Line Team has the capability and capacity to efficiently complete all tasks associated with updating the City of Mandeville's CLURO to a high standard while acknowledging community-specific context. With staff residing within a 15 minute drive, and the primary office only 45 minutes away, we are well positioned to be present in Mandeville and offer a deep bench of experienced, local Planners and subject matter experts to support this project.

Since Desire Line was founded in 2021, we have entered into more than 65 contracts with private, nonprofit, and governmental entities to support and enhance community development outcomes and code administration. We have taken care to foster a competent and dynamic team with the ability to expand or constrict work to meet the City of Mandeville's needs at a moment's notice. We also take a measured, planned approach when pursuing new projects to ensure that the Team workload is manageable, aligns with City staff workflows, and maintains a high level of service to existing clients.

Many of the Company's projects are in a steady rhythm (having been kicked off in early 2025) with others nearing completion and adoption through the end of 2025 (including the Mandeville Thrives 2045 Comprehensive Plan) wherein we have 48% capacity retained for new work moving into 2026. With 48% of our time available, Desire Line's experienced project managers and planners have both the time and resources to devote to this project and engage the City and stakeholders to best ensure planning and project management services exceed expectations. Having worked alongside the City staff, elected officials, and community members to develop the Comprehensive Plan, Desire Line retains important community context and relationships to shift directly into CLURO work.

V. Local Involvement & Knowledge

Desire Line staff live, and have lived in the Mandeville region. Furthermore, Desire Line's work on the Mandeville Thrives 2045 Comprehensive Plan provides proven familiarity with the Mandeville community, history, current needs, and future goals. Relationships and crucial trust have already been built with the Planning Commission, community members, and local leadership. Significant local research has been recently completed by Desire Line (nearly 100 pages of Community Profile), including data and analysis of local demographics, land use and zoning, housing and neighborhoods, parks and open space, infrastructure, and historic preservation existing and future conditions. This quantitative data collection was combined with more than 950 individual points of input and discussion to form qualitative data as well. This understanding of, and current connection with, the community, its values, and current regulations can be leveraged to begin the project with minimal upstart or "read in" time.

The Comprehensive Plan's five pillars and their goals speak to community values and CLURO needs. The **Natural Environment pillar** highlights the importance of protecting and enhancing the tree canopy, maintaining clean water, protecting wildlife habitats, creating a culture of environmental awareness and protection, and facilitating connection to parks and greenspace. The **Community Character pillar** aims to actively protect and invest in Mandeville's community character, translates community character into implementable design standards, and promotes walkability and connectivity. The **Economy and Economic Development pillar** prioritizes (re)developing underutilized areas of the City, incentivizes development that aligns with Mandeville's community character, and promotes the success and longevity of local businesses. The **Land Use and Development pillar** provides guidance on the future of the

DESIRE LINE

undeveloped Lakefront parcels, improves the application of Planned Districts, mitigates the negative impacts of development on the community and promotes context-specific housing diversity. The **Old Mandeville pillar** plans for increased connectivity and access, addresses parking and traffic concerns, and preserves local historic character. Being in a position to not only understand the Plan's goals, but also appreciate the context for why they were developed is unique to Desire Line.

VI. Letters of Recommendation

Please refer to letters of recommendation on the following pages from **Tangipahoa Parish, St. Tammany Parish, City of Slidell, and the Town of Abita Springs**, which demonstrate qualifications described within this Proposal.

DESIRE LINE



15485 CLUB DELUXE ROAD
HAMMOND, LA 70403
OFFICE: (985) 340-9028
FAX: (985) 340-9029
PLANNING@TANGIPAHOA.ORG

October 22, 2025

RuthAnn Chadwick
City of Mandeville, Purchasing Agent & Contracts Administrator
3101 E. Causeway Approach, Mandeville, LA 70448

RE: Recommendation from Tangipahoa Parish Government (Client), Louisiana, for Desire Line LLC based on performance of professional master planning, plan implementation, updates to land use regulations, implementing parish-wide zoning, and provision of community outreach and engagement services.

Selection Committee Members,

Please accept this letter of recommendation attesting to Tangipahoa Parish Government's satisfaction as a client of Desire Line LLC in the performance of professional master planning, plan implementation, comprehensive land use analysis, code writing, and public outreach and engagement services. The quality of work produced by Desire Line LLC has exceeded my standards as a client and has supported my efforts to raise public awareness of critical planning issues, support public education, adopt and implement the Parish's Master Plan, and continue current work related to land use regulations and parish-wide zoning.

In working with Desire Line, the Parish can attest that the Company has and continues to build trust in the Parish's future land use management, which has built public support for land use amendments and enabled continued adoption of proposed planning products. Desire Line's work has included development of project websites, stakeholder engagement, community meetings, public and elected official education and training, staff coordination, code auditing, development and explanation of presentations, staff reports, proposed code, and ordinances. Desire Line has continuously offered unbiased analysis and recommendations, has experience with both comprehensive and strategic planning, regularly manages efficient and effective check-in meetings with Parish staff, and has successfully and reliably presented professional findings and analysis as part of Community, Planning Commission, and Council meetings. Such efforts have helped the Parish to advance much-needed, long-standing policy and land use initiatives in the Parish.

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Specifically, Desire Line has supported the finalization and adoption of the Parish's Master Plan, including the development and adoption of the Parish's Future Land Use Map (November 2023) and is also actively completing a Comprehensive Update to the Parish's Land Use Regulations and implementing Parish-Wide Zoning to advance land use recommendations in the Master Plan.

Based on my work with the Company, I recommend contracting with Desire Line on the City of Mandeville 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision, including working with the community, a Code Revision steering committee, City leadership, and area stakeholders to build trust and transparency while creating a modern, enforceable, and user-friendly CLURO in furtherance of the City's Comprehensive Plan.

Thank you for your time and consideration of this recommendation.

Sincerely,



Tracie Schillace, CFM
Planning Director
Tangipahoa Parish Government
tschillace@tangipahoa.org
985-340-9028
www.tangipahoa.org

Move here.

DESIRE LINE

October 22, 2025

RuthAnn Chadwick
City of Mandeville, Purchasing Agent & Contracts Administrator
3101 E. Causeway Approach, Mandeville, LA 70448

RE: Recommendation from the St. Tammany Parish Government (Client), Louisiana for Desire Line LLC based on performance of professional planning and comprehensive code writing services, including topic-oriented code amendments and a comprehensive code rewrite.

Selection Committee Members,

Please accept this letter of recommendation attesting to the St. Tammany Parish Government's satisfaction as a client of Desire Line LLC in the performance of professional planning and comprehensive code writing services. The quality of work produced by Desire Line LLC has exceeded my standards as a client and has supported my efforts to advance short- and long-term objectives of the Parish's 2040 Comprehensive Plan.

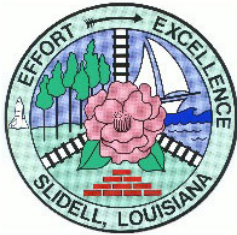
Specifically, Desire Line has supported a parishwide comprehensive **Unified Development Code Rewrite** (adopted December 18, 2023, via Ordinance No. 23-5339; unanimously approved, with 1 absent), and **subsequent code amendments** approved by the Council on July 11, 2024 (Ord Nos 24-7619 and 24-7620). Desire Line also completed a **Coastal Resilience Land Use Study** including adoption of **Resilience Overlay Districts** and regulations on June 5, 2025 (Ord No 25-5744) supporting future sustainable development through practical and implementable recommendations to amend local zoning districts, future land use designations, and land management strategies. Desire Line's work has included stakeholder engagement, staff coordination, development and explanation of presentations, staff reports, proposed code, and ordinances. Desire Line is highly professional, has continuously offered unbiased analysis and recommendations, regularly manages efficient and effective check-in meetings with my staff, and has successfully and reliably presented professional findings and analysis as part of Parish Planning Commission and Council meetings. Such efforts have helped the Parish address much-needed, long-standing policy amendments, procedural clarifications, and code organization, including code terminology, graphics, references, and formatting consistency.

Thank you for your time and consideration of this recommendation.

Sincerely,



Ross P. Liner, AICP, PTP, CFM
Director of Planning and Development
St. Tammany Parish Government
21454 Koop Drive, Building B, Mandeville, LA 70471
p: 985.898.2529 e: rliner@stpgov.org
www.stpgov.org



City of Slidell

PLANNING DEPARTMENT

250 Bouscaren Street, Suite 203, Slidell, LA 70458
PO Box 828, Slidell, LA 70459
985-646-4320 | F 985-646-4356
planningdept@cityofslidell.org | myslidell.com/planning

Randy Fandal
Mayor

Daniel W. McElmurray, PLA, AICP
Director of Planning

October 22, 2025

RuthAnn Chadwick
Purchasing Agent & Contracts Administrator
City of Mandeville
3101 E. Causeway Approach
Mandeville, Louisiana 70448

RE: Recommendation from the City of Slidell (Client), Louisiana, for Desire Line LLC based on performance of professional planning and comprehensive code writing services, including topic-oriented and comprehensive code and zoning map amendments.

Selection Committee Members,

Please accept this letter of recommendation attesting to the City of Slidell's satisfaction as a client of Desire Line LLC in the performance of professional planning and comprehensive code writing services. The quality of work produced by Desire Line LLC has exceeded my standard as a client and has supported the city's efforts to advance short- and long-term objectives of our 2040 Comprehensive Plan. Desire Line's work specifically includes development of code amendments, including presentations, staff reports, proposed code, and ordinances presented at Planning Commission and Council meetings for the following:

- Amendments to Flood Damage Prevention Ordinance (adopted via Ordinance No. 4153 on 1/23/24);
- Comprehensive Fee Alignment (adopted via Ordinance No. 4155 on 1/23/24);
- Comprehensive Sign Code Update (adopted via Ordinance No. 4154 on 1/23/24);
- Tree Preservation, Landscaping, and Public Tree Management Update (adopted via Ordinance No. 3514 on 3/26/2024); and
- New Standards for Unattended Donation/Collection Boxes (UDCBs) (adopted via Ordinance No. 3518 on 5/14/2024).

Desire Line has also completed **comprehensive code amendments** nearing adoption, including:

- Establishment of a civil code enforcement adjudication hearing process for nuisance and zoning violations, including updates to state revised statutes approved as part of the 2024 Legislative Session;
- Updated standards for short-term rentals and accessory dwelling units; and
- A comprehensive update of the Code of Ordinances and zoning map (*completion in 2025*).

DESIRE LINE

Based on my work with the Company, I recommend contracting with Desire Line on the City of Mandeville 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision, including working with the community, City leadership, and area stakeholders to create a modern, enforceable, and user-friendly CLURO in furtherance of the City's Comprehensive Plan.

Thank you for your time and consideration of this recommendation.

With regards,

A handwritten signature in black ink, appearing to read 'Daniel McElmurray', with a stylized flourish at the end.

Daniel McElmurray, PLA, AICP
Director of Planning

DESIRE LINE



October 24, 2025

RuthAnn Chadwick

City of Mandeville, Purchasing Agent & Contracts Administrator

3101 E. Causeway Approach, Mandeville, LA 70448

**RE: Recommendation from the Town of Abita Springs (Client), Louisiana, for
Desire Line LLC based on performance of professional Code auditing, writing,
& outreach services.**

Selection Committee Members,

Please accept this letter of recommendation attesting to the Town of Abita Springs's satisfaction as a client of Desire Line LLC in the performance of comprehensive land use analysis, code auditing, Master Plan integration, code writing, zoning map updates, public outreach and engagement services, and adoption support. The quality of work produced by Desire Line LLC has exceeded my standards as a client and has supported my efforts to raise public awareness of critical planning issues, support public education, and adopt and implement the Town's Master Plan, with significant progress currently being made towards extensive Town-wide code and zoning map amendments.

In working with Desire Line, the Town can attest that the Company has and continues to build trust in the Town's future land use management, which has built public support for land use amendments and enabled continued adoption of proposed planning products. Desire Line's work has included stakeholder engagement, plan development and adoption, public and elected official education and training, staff coordination, development and explanation of presentations, staff reports, refinement of current code, proposed new code, and development of ordinances. Desire Line has been highly professional, continuously offered unbiased analysis and recommendations, regularly manages efficient and effective check-in meetings with Town staff, and has successfully and reliably presented professional findings and analysis as part of Town Planning Commission and Council meetings. Such efforts have helped the Town to address much-needed, long-standing policy amendments that improve land use outcomes for the Town.

PO Box 461 | 72077 Live Oak Street | Abita Springs, Louisiana 70420 | townofabitasprings.com

DESIRE LINE

Specifically, Desire Line has supported the finalization and adoption of the **Town's Master Plan** (March 2024); development and adoption of the Town's first **Future Land Use Map** (October 2024); development and adoption of the Town's **Safe Streets for All Action Plan** (February 2025); updates and adoption of the Town's **subdivision regulations** (March 2024); clarification via map and code amendments of the Town's base **commercial districts and historic overlay districts** (March 2025), and **adoption of new commercial district design standards** (March 2025). The Company is also actively completing a **comprehensive update to the Town's land use regulations and Town-wide zoning map** to advance land use recommendations in the Town's Master Plan.

Based on my work with the Company, I recommend contracting with Desire Line on the City of Mandeville 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision, including working with the community, a Code Revision steering committee, City leadership, and area stakeholders to create a modern, enforceable, and user-friendly CLURO in furtherance of the City's Comprehensive Plan.

Thank you for your time and consideration of this recommendation.

Sincerely,



Kristin M. Tortorich

Director of Planning and Zoning

Town of Abita Springs

Office: (985) 892-0711 x3959

Cell: (985) 966-1201

72077 Live Oak Street, Abita Springs, LA 70420

PO Box 461 | 72077 Live Oak Street | Abita Springs, Louisiana 70420 | townofabitasprings.com

VII. Conclusion

With our highly experienced staff, a close-knit team of subject matter experts, and a local stake in this project's success; we are committed to supporting revisions to the City's Comprehensive Land Use Regulation Ordinance (CLURO) that embrace future growth while safeguarding the City's natural setting, historic character, and quality of life in alignment with Mandeville Thrives 2045.

If selected to complete this project, we are committed to working with City staff, elected officials, stakeholders, and the public to ensure project success. On behalf of our Team, thank you for this opportunity to submit this Proposal and support the future of the City of Mandeville!

If I can be of any assistance, or if you have any questions, please feel free to call me any time at (504) 388-0482.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alexandra G. Carter". The signature is fluid and cursive, with the first name being the most prominent.

Alexandra G. Carter, AICP
President & CEO, Desire Line LLC

VIII. Required Attachments

The following required forms are provided in this Section to facilitate City review and selection processes. Should additional information be required, Desire Line will comply upon notice of selection.

- Attachment A: Proposal Form
- Attachment B: Insurance Requirements
- Attachment C: Corporate Resolution / Authority to Sign
- Attachment D: Non-Collusion Affidavit
- Attachment E: Affidavit Regarding Solicitation of Contracts
- Attachment F: Political Contributions Disclosure Affidavit
- Attachment G: Debarment / Suspension and E-Verify Certification
- Attachment H: Rate Schedule / Cost Narrative (Separate Document)
- Attachment I: Vendor Registration Form with W-9

DESIRE LINE

Attachment A: Proposal Form

Attachment A — PROPOSAL FORM

RFP Title: Comprehensive Land Use Regulation Ordinance (CLURO) Revision

RFP No.: 435.26.005

Proposal Due: 10/29/2025 at 4:00 CT

Proposer Legal Name: Desire Line LLC

FEIN: 87-2059426

Mailing Address: 1348 Chickasaw Avenue

City/State/ZIP: Metairie, La 70005

Primary Contact Name/Title: Alexandra G. Carter / President & CEO

Email: AlexGelpiCarter@Desire-Line.com **Phone:** 504-388-0482

A. Certifications

By signing below, Proposer certifies:

1. the proposal is submitted in response to this RFP and is valid for **120 calendar days** from the due date;
2. Proposer will comply with all applicable laws, including the Louisiana Code of Governmental Ethics;
3. Proposer has not engaged in collusion or anticompetitive practices (see Attachment D);
4. Proposer has not employed or paid a solicitor to secure this contract except as allowed by law (see Attachment E);
5. Proposer (and any principals) is not debarred, suspended, or otherwise ineligible (see Attachment G);
6. Proposer can meet the City's insurance requirements (Attachment B).
7. **Pricing has been separately submitted under Attachment H.**

B. Addenda Acknowledgment


We acknowledge receipt of the following addenda:

Addendum No. 1 Date: 10/20/2025

Addendum No. Date:

Addendum No. Date:

(If none, write "None.")

Authorized Signature:  **Date:** 10/26/2025

Printed Name/Title: Alexandra G. Carter / President & CEO

DESIRE LINE

Attachment B: Insurance Requirements

Desire Line acknowledges and confirms compliance with the insurance requirements in **Attachment B** of the Request for Proposals, demonstrated by the list of insurance maintained by the Company below and in the Certificate of Insurance (COI) provided on page 59. Should additional insurance, clauses or waivers be required, Desire Line will address upon notice of contract award.

1. **Commercial General Liability (CGL):** \$2,000,000 limit, covering 3rd party bodily injury and property damage.
2. **Professional Liability (Errors and Omissions):** \$2,000,000 aggregate and \$1,000,000 per claim, which extends to all professional subcontractors employed by said Desire Line LLC.
3. **Automobile Liability:** Combined single limit per occurrence of \$1,000,000, including third party bodily injury and property damage liability for owned, hired, and non-owned vehicles.
4. **Workers' Compensation and Employee's Liability:** \$1,000,000 limits (per accident/per disease/per employee).
5. **Umbrella Liability / Excess:** \$2,000,000 per claim and a \$2,000,000 aggregate.
6. **Cyber Security and Data Risk:** \$1,000,000 per claim and aggregate.

DESIRE LINE

Attachment C: Corporate Resolution / Authority to Sign

Not Applicable: Alexandra Carter is the sole owner and manager of Desire Line LLC as evidenced by attached Secretary of State business filing below. She is authorized to sign and authorize contracts and associated documents on behalf of Desire Line LLC.

State of
Louisiana
Secretary of
State



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
DESIRE LINE LLC	Limited Liability Company	METAIRIE	Active

Previous Names

Business: DESIRE LINE LLC
Charter Number: 44542527K
Registration Date: 8/9/2021

Domicile Address

3813 DIVISION STREET, UNIT A
METAIRIE, LA 70002

Mailing Address

1348 CHICKASAW AVENUE
METAIRIE, LA 70005

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 8/9/2021
Last Report Filed: 7/10/2025
Type: Limited Liability Company

Registered Agent(s)

Agent:	ALEXANDRA CARTER
Address 1:	1348 CHICKASAW AVENUE
City, State, Zip:	METAIRIE, LA 70005
Appointment Date:	8/9/2021

Officer(s)

Additional Officers: No

Officer:	ALEXANDRA CARTER
Title:	Manager
Address 1:	1348 CHICKASAW AVENUE
City, State, Zip:	METAIRIE, LA 70005

Officer:	JARED CARTER
Title:	Manager
Address 1:	1348 CHICKASAW AVENUE
City, State, Zip:	METAIRIE, LA 70005

DESIRE LINE

Attachment D: Non-Collusion Affidavit

ATTACHMENT D

NON-COLLUSION AFFIDAVIT

STATE OF LOUISIANA

PARISH OF JEFFERSON

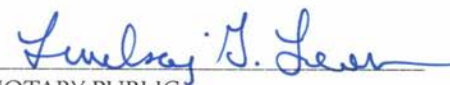
BEFORE ME, the undersigned authority, personally came and appeared Alexandra G. Carter, who after being by me duly sworn, deposed and said that she is the fully authorized President and CEO of Desire Line LLC, hereinafter referred to as "Vendor," the party who submitted a proposal for the 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision which was received by the City of Mandeville on the below date and Affiant further said:

1. That Vendor employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Vendor whose services in connection with the public contract were in the regular course of their duties for Vendor;
2. That no part of the contract price received by Vendor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Vendor whose services in connection with the project were in the regular course of their duties for Vendor;
3. Said proposal is genuine and the Vendor has not colluded, conspired, or agreed directly or indirectly with any other vendor to offer a sham or collusive proposal;
4. Said Vendor has not in any manner, directly or indirectly, agreed with any other person to fix the proposal price of Affiant or any other vendor, or to fix any overhead, profit, or cost element of said price, or that of any other vendor, to induce any other person to refrain from providing a proposal; and
5. Said Vendor is not intended to secure an unfair advantage of benefit from the City of Mandeville or in favor of any person interested in the proposed contract


Alexandra G. Carter
President and CEO of Desire Line LLC



SWORN TO AND SUBSCRIBED
BEFORE ME, THIS 26th DAY
OF October, 2025.


NOTARY PUBLIC
Printed Name: Lindsay G. Leone
Notary ID/Bar No.: 35511
My Commission Expires: With life.

DESIRE LINE

Attachment E: Affidavit Regarding Solicitation of Contracts

ATTACHMENT E

AFFIDAVIT ATTESTING THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR

STATE OF LOUISIANA

PARISH OF JEFFERSON


BEFORE ME, the undersigned authority, personally came and appeared Alexandra G. Carter, who after being by me duly sworn, deposed and said that she is the fully authorized President and CEO of Desire Line LLC, the party who submitted a proposal for the 2025 Comprehensive Land Use Regulation Ordinance (CLURO) Revision for the City of Mandeville, and Affiant further said:

1. That Affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which Affiant received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration, or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and
2. That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration, or demolition of the public building or project were in the regular course of their duties for Affiant.


Alexandra G. Carter
President and CEO of Desire Line LLC



SWORN TO AND SUBSCRIBED
BEFORE ME, THIS 26th DAY
OF OCTOBER, 2025.


NOTARY PUBLIC
Printed Name: Lindsay G. Leone
Notary ID/Bar No.: 35511
My Commission Expires: with life.

Attachment F: Political Contributions Disclosure Affidavit

ATTACHMENT F

POLITICAL CONTRIBUTIONS DISCLOSURE AFFIDAVIT

STATE OF LOUISIANA

PARISH OF JEFFERSON

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in this State and Parish, personally came and appeared Alexandra G. Carter, President of Desire Line LLC, the party submitting a non-bid contract and who is submitting this Affidavit with said contract, who after being duly sworn did attest and testify, as follows:

Choose A or B. If Option A is indicated, please include the requested attachment.

Disclosure No. 1

- A. X Within the 48-month period preceding the date of the contract with the City of Mandeville, I have made campaign contributions which total \$200.00 or more to a Mandeville City Council member or Mayor of the City of Mandeville. I have attached a list of each contribution, its amount, the date of the contribution, and the recipient or recipients of the contribution.
- B. Within the 48-month period preceding the date of the contract with the City of Mandeville, I have not made campaign contributions which total \$200.00 or more to a Mandeville City Council member or Mayor of the City of Mandeville.

Disclosure No. 2

- A. I do owe a debt or debts to an elected or appointed official or officials of the City of Mandeville. I have attached a list of all debts and the elected or appointed official or officials of the City of Mandeville to whom those debts are owed.
- B. X I do not owe any debts to any elected or appointed official of the City of Mandeville.

Disclosure No. 3

- A. I have made a contribution to or in support of elected officials of the City of Mandeville in the name of another person or firm directly or indirectly. I have attached a list of all contributions to or in support of elected officials of the City of Mandeville, the amount of the contribution or support, the recipient or recipients of the contribution, and the name of the person or firm through whom the contribution was made.
- B. X I have not made any contribution to or in support of elected officials of the City of Mandeville in the name of another person or firm directly or indirectly.

DESIRE LINE

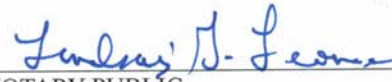
Disclosure No. 4

- A. X This Affidavit is being submitted on behalf of a corporation, LLC, or other legal entity. I have attached a list of contributions made by officers, directors, and owners, including employees, owning 25% or more of the company or legal entity.
- B. This Affidavit is not being submitted on behalf of a corporation, LLC, or other legal entity. The above is in compliance and pursuant to City of Mandeville Ordinance No. 14-07. I agree to and acknowledge that an updated Affidavit must be submitted if there are any changes to the above sworn statements between the time the Affidavit is executed and the time the contract is awarded.


Alexandra G. Carter
President and CEO of Desire Line LLC

SWORN TO AND SUBSCRIBED
BEFORE ME, THIS 26th DAY
OF OCTOBER, 2025.




NOTARY PUBLIC
Printed Name: Lindsay G. Leone
Notary ID/Bar No.: 35511
My Commission Expires: With Life.

LIST OF CONTRIBUTIONS

Contributions to Council Members or Mayor of the City of Mandeville

Date of Contribution	Amount	Recipient(s)
2/27/2024	\$500.00	Mayor Clay Madden
6/28/2024	\$500.00	Mayor Clay Madden
8/26/2025	\$1000.00	Mayor Clay Madden

Debts Owed to Appointed or Elected Officials of the City of Mandeville

Not Applicable

Contributions Made in the Name of Another

Not Applicable

Contributions Made by Officers, Directors, Owners, and/or Employees

Not Applicable

DESIRE LINE

Attachment G: Debarment / Suspension and E-Verify Certification

ATTACHMENT G

DEBARMENT/SUSPENSION & E-VERIFY CERTIFICATION

Debarment/Suspension. The undersigned certifies that neither the Proposer nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any governmental entity.

E-Verify (La. R.S. 38:2212.10). The undersigned certifies the Proposer is registered with, participates in, and will use E-Verify to confirm the employment eligibility of all new hires in Louisiana for the duration of any resulting contract, and will require subcontractors to do the same.



Alexandra G. Carter
President and CEO of Desire Line LLC

10/26/2015
Date

DESIRE LINE

Attachment H: Rate Schedule / Cost Narrative (Separate Document)

REFER TO: Attachment “H” Rate Schedule / Cost Narrative & Not-to-Exceed (NTE) price submitted in separate file upload.

DESIRE LINE

Attachment I: Vendor Registration Form with W-9



City of Mandeville
3101 E. Causeway Approach
Mandeville, LA 70448
985-626-3144

Date: October 27, 2025	Attachment I: Vendor Registration Form			Vendor Number: <small>City Use Only</small>
Contact Information				
Company Name:	Desire Line LLC			
FEIN: <i>Attach W-9</i>	87-2059426			
Address:	(mailing) 1348 Chickasaw Avenue			
City, State, Zip:	(mailing) Metairie, LA 70005			
Phone:	504-388-0482			
Sales Contact Name: Alexandra G. Carter, President & CEO				
Email: AlexGelpiCarter@Desire-Line.com			Phone: 504-388-0482	
Accounting Contact Name: Jared Carter, Chief Operating Officer				
Email: JaredCarter@Desire-Line.com			Phone: 504-605-7158	
Business Information				
Products Provided: Unified Development Codes, Master Plans, Strategic Plans, Government Supportive Services				
Services Provided: Urban and Regional Planning, Grant & Program Management, Recovery and Mitigation Government Administrative Support, and Strategic Implementation Services				
Insured: <i>Attach COI</i>	Yes	No	NA	
Licensed:	Yes	No	NA	
License Type: NA			License Number: NA	

DESIRE LINE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/15/2025

<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>	
<p>PRODUCER AP INTEGO INSURANCE GROUP LLC 76250846 PO BOX 31241 SALT LAKE CITY UT 84131</p>	<p>CONTACT NAME:</p> <p>PHONE (888) 289-2939 FAX (A/C, No, Ext): (A/C, No):</p> <p>E-MAIL ADDRESS:</p>
<p>INSURED DESIRE LINE LLC 1348 CHICKASAW AVE METAIRIE LA 70005-1412</p>	
<p>INSURER(S) AFFORDING COVERAGE</p> <p>INSURER A : Hartford Underwriters Insurance Company NAIC# 30104</p> <p>INSURER B : Trumbull Insurance Company 27120</p> <p>INSURER C : </p> <p>INSURER D : </p> <p>INSURER E : </p> <p>INSURER F : </p>	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS
A	<p>COMMERCIAL GENERAL LIABILITY</p> <p>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR</p> <p>General Liability</p> <p>GEN'L AGGREGATE LIMIT APPLIES PER:</p> <p><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC</p> <p>OTHER:</p>			76 SBU AN3THL	10/01/2025	10/01/2026	<p>EACH OCCURRENCE \$1,000,000</p> <p>DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000</p> <p>MED EXP (Any one person) \$10,000</p> <p>PERSONAL & ADV INJURY \$1,000,000</p> <p>GENERAL AGGREGATE \$2,000,000</p> <p>PRODUCTS - COMP/OP AGG \$2,000,000</p>
A	<p>AUTOMOBILE LIABILITY</p> <p>ANY AUTO</p> <p>ALL OWNED AUTOS</p> <p>HIRE AUTOS</p> <p>SCHEDULED AUTOS</p> <p>NON-OWNED AUTOS</p>			76 SBU AN3THL	10/01/2025	10/01/2026	<p>COMBINED SINGLE LIMIT (Ea accident) \$1,000,000</p> <p>BODILY INJURY (Per person)</p> <p>BODILY INJURY (Per accident)</p> <p>PROPERTY DAMAGE (Per accident)</p>
A	<p>UMBRELLA LIAB EXCESS LIAB</p> <p>DED RETENTION \$ 10,000</p>			76 SBU AN3THL	10/01/2025	10/01/2026	<p>EACH OCCURRENCE \$2,000,000</p> <p>AGGREGATE \$2,000,000</p>
B	<p>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</p> <p>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</p> <p>If yes, describe under DESCRIPTION OF OPERATIONS below</p>	Y/N	N/A	76 WEG AN3MG9	09/14/2025	09/14/2026	<p><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</p> <p>E.L. EACH ACCIDENT \$1,000,000</p> <p>E.L. DISEASE -EA EMPLOYEE \$1,000,000</p> <p>E.L. DISEASE - POLICY LIMIT \$1,000,000</p>
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>Those usual to the Insured's Operations.</p>							

<p>CERTIFICATE HOLDER For Informational Purposes 1348 CHICKASAW AVE METAIRIE LA 70005-1412</p>	<p>CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p><i>Susan S. Castaneda</i></p>
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ACORD 25 (2016/03)

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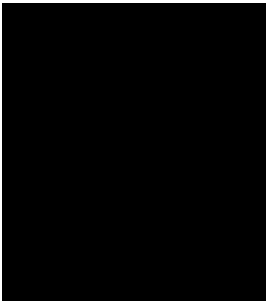
DESIRE LINE

Attachment H: Rate Schedule / Cost Narrative & Not-to Exceed (NTE) Price

Proposer Legal Name: Desire Line LLC submits this rate schedule and cost narrative as a separate file upload as outlined in the Request for Proposals.

1. Labor Categories & Hourly Rates

All-inclusive or “fully loaded” hourly rates are outlined in the below table, including travel and all project expenses for each position, overtime costs, mobilization and demobilization, and any other travel expenses such as lodging and meals.

JOB CLASSIFICATION	HOURLY RATE
Principal	
Project Manager	
Senior Planner / Floodplain Manager	
SME- Real Estate, Historic Preservation, Public Health, Outreach	
GIS Specialist, Web Design, Software Developer	
Planner II / Graphic Designer / Grants SME	
Planner I / Technical Writer	
Finance Administrator	

2. Reimbursables Policy

Desire Line’s rates are inclusive of travel, printing, meeting supplies, and other services; no additional costs will be billed beyond hourly rates without prior written approval by the City.

3. All-Inclusive Not-to-Exceed Amount

The all-inclusive **not-to-exceed amount is \$250,000** for the identified Scope of Work. Desire Line estimates this project can be reasonably completed for no more than \$150,000 in year one and \$100,000 in year two. However, we are prepared to work with the City to align cost and level of effort expectations over the course of the 2-year period of performance.

4. Assumptions & Exclusions

The not-to-exceed cost includes recurring (bi-weekly or monthly) check-in meetings with City staff to ensure transparency and continued progress. The costs also include 2 CLURO drafts and up to 3 rounds staff report and presentation revisions through public hearing and adoption as outlined in the Request for Proposals. Proposed costs include robust community engagement efforts, prepared and finalized in coordination with City staff, including but not limited to public information materials, approximately 3

DESIRE LINE

community meetings, an online survey, development of a steering committee, and attendance at Planning Commission and City Council meetings for both status updates and to move through adoption.

Cost Effectiveness

Desire Line's mission is to implement projects effectively and efficiently. The Team is not learning on the job or wasting limited local time and resources. We also ensure that even our most ambitious projects and recommendations are practical, feasible, and appropriately detailed. Our decades of experience, organized workflows, and experience with the Mandeville Thrives 2045 Comprehensive Plan development best position us to develop code amendments for the City of Mandeville that are cost-effective, predictable, streamlined, and promote clarity and accessibility for administrators, developers, and the public consistent with the goals and objectives of the Request of Proposals.

Thank you for your time and consideration.

Authorized Signature: _____

A handwritten signature in blue ink, appearing to read "Alexander J. Cole", written over a horizontal line.

Date: October 27, 2025